



**AGENDA**  
**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY**  
**COMMITTEE MEETING**  
**TUESDAY, NOVEMBER 1, 2022**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**  
**10:00 AM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE OCTOBER 18, 2022 MEETING [See Page 3]**
- 5. MATTERS REFERRED TO COMMITTEE**
  - a) R2022-0376: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective. [See Page 6]
  - b) R2022-0377: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan for Sheriff's Department; and declaring the necessity that this Resolution become immediately effective. [See Page 76]
- 6. MISCELLANEOUS BUSINESS**
- 7. ADJOURNMENT**

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

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



MINUTES  
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY  
COMMITTEE MEETING  
TUESDAY, OCTOBER 18, 2022  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
10:00 AM

1. CALL TO ORDER

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

2. ROLL CALL

**Ms. Baker asked Assistant Deputy Clerk Georgakopoulos to call the roll. Committee members Baker, Gallagher and Miller were in attendance and a quorum was determined. Committee members Sweeney and Conwell joined the meeting after the roll call was taken.**

3. PUBLIC COMMENT

**The following citizens addressed the Committee regarding Resolution No. R2022-0341 confirming the appointment of Chris Glassburn to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for the unexpired term ending April 30, 2024:**

**Mr. Alex Rubin  
Mr. Chris Martin**

4. APPROVAL OF MINUTES FROM THE SEPTEMBER 20, 2022 MEETING

**A motion was made by Mr. Gallagher, seconded by Mr. Miller and approved by unanimous vote to approve the minutes from the September 20, 2022 meeting.**

5. MATTERS REFERRED TO COMMITTEE

- a) R2022-0239: A Resolution confirming the County Executive's appointment of Nailah K. Byrd to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for an unexpired term ending 1/31/2024; and declaring the necessity that this Resolution become immediately effective.

**Ms. Laura Roche, Lead Executive Assistant, addressed the Committee regarding Resolution No. R2022-0239. Discussion ensued.**

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

**Ms. Nailah Byrd addressed the Committee regarding her appointment to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees. Discussion ensued.**

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

**On a motion by Mr. Gallagher with a second by Mr. Sweeney, Resolution No. R2022-0239 was considered and approved by unanimous vote, to be referred to the full Council agenda, with a recommendation for passage under second reading suspension of the rules.**

- b) R2022-0341: A Resolution confirming the County Executive's appointment of Chris Glassburn to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for the unexpired term ending April 30, 2024; and declaring the necessity that this Resolution become immediately effective.

**There was no further legislation action taken on Resolution No. R2022-0341, as Mr. Glassburn was unable to attend the meeting.**

- c) O2022-0009: An Ordinance providing for modifications to and adoption of, certain sections of the Cuyahoga County Employee Handbook; and declaring the necessity that this Ordinance become immediately effective.

**Mr. Patrick Smock, Director of Employee Services, addressed the Committee regarding Ordinance No. O2022-0009. Discussion ensued.**

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

**Ms. Baker introduced a proposed substitute to Ordinance No. O2022-0009.  
Discussion ensued.**

**A motion was then made by Mr. Sweeney, seconded by Ms. Conwell and approved  
by unanimous vote to accept the proposed substitute.**

**On a motion by Mr. Sweeney with a second by Ms. Conwell, Ordinance No. O2022-  
0009 was considered and approved by unanimous vote to be referred to the full  
Council agenda for second reading, as substituted.**

**6. MISCELLANEOUS BUSINESS**

**There was no miscellaneous business.**

**7. ADJOURNMENT**

**With no further business to discuss, Chairwoman Baker adjourned the meeting at  
10:35 a.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0376

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

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

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

**WHEREAS**, on October 5, 2022, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through S) and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

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

Proposed New Classifications:

Exhibit A: Class Title: *Business Services Assistant*  
Number: 10241

- Pay Grade: 5A/Non-Exempt
- Exhibit B: Class Title: *Developer 4*  
 Number: 16184  
 Pay Grade: 16B/Exempt
- Exhibit C: Class Title: *Manager, GIS-Planning Commission*  
 Number: 16481  
 Pay Grade: 15B/Exempt
- Exhibit D: Class Title: *Manager, Health & Human Services Training*  
 Number: 13241  
 Pay Grade: 15A/Exempt
- Exhibit E: Class Title: *Manager, Planning Initiatives*  
 Number: 21081  
 Pay Grade: 15A/Exempt
- Exhibit F: Class Title: *Manager, Planning Services*  
 Number: 21074  
 Pay Grade: 15A/Exempt
- Exhibit G: Class Title: *Planner*  
 Number: 20171  
 Pay Grade: 8A/Non-Exempt
- Exhibit H: Class Title: *Planning Initiatives Specialist*  
 Number: 21091  
 Pay Grade: 11A/Exempt
- Exhibit I: Class Title: *Principle Planner*  
 Number: 20173  
 Pay Grade: 13A/Exempt
- Exhibit J: Class Title: *Senior Planner*  
 Number: 20172  
 Pay Grade: 11A/Exempt

Proposed Revised Classifications:

- Exhibit K: Class Title: *Associate Warden*  
 Class Number: 12021  
 Pay Grade: 15A/Exempt (No change)  
 \* PRC routine maintenance. Classification last revised in 2018.  
 Changes were made to distinguishing characteristics, essential job functions, language and formatting, and additional requirements.

A technology section was added. No change to pay grade or FLSA status.

- Exhibit L: Class Title: *C.A.D. Technician 1*  
Class Number: 18021  
Pay Grade: 5A/Non-Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2018. Changes were made to classification function, distinguishing characteristics, essential job functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
- Exhibit M: Class Title: *Developer 1*  
Class Number: 16181  
Pay Grade: 12B/Exempt (No change)  
\* Changes to this classification as a result of a request to add a 4th level to this series. Changes were made to ensure consistency across all four positions and to clarify the distinctions between the levels. Changes were made to classification function, distinguishing characteristics, essential job functions, minimum qualifications, and language and formatting. No change to pay grade or FLSA status.
- Exhibit N: Class Title: *Developer 2*  
Class Number: 16182  
Pay Grade: 13B/Exempt (No change)  
\* Changes to this classification as a result of a request to add a 4th level to this series. Changes were made to ensure consistency across all four positions and to clarify the distinctions between the levels. Changes were made to classification function, distinguishing characteristics, essential job functions, minimum qualifications, and language and formatting. No change to pay grade or FLSA status.
- Exhibit O: Class Title: *Developer 3*  
Class Number: 16183  
Pay Grade: 15B/Exempt (No change)  
\* Changes to this classification as a result of a request to add a 4th level to this series. Changes were made to ensure consistency across all four positions and to clarify the distinctions between the levels. Changes were made to classification function, distinguishing characteristics, essential job functions, minimum qualifications, and language and formatting. No change to pay grade or FLSA status.
- Exhibit P: Class Title: *Supervisor, Examiner*



Class Number: 11073  
Pay Grade: 10A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2018.  
Changes were made to essential job functions, language and formatting, and environmental adaptability. A technology section was added. No change to pay grade or FLSA status.

Exhibit Q: Class Title: *Supervisor, Support Specialist*  
Class Number: 13001  
Pay Grade: 8A/Non-Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2018.  
Changes were made to essential job functions and language and formatting. A technology section was added. No change to pay grade or FLSA status.

Proposed Deleted Classifications:

Exhibit R: Class Title: *Data Control Technician*  
Class Number: 16001  
Pay Grade: 4A/Non-Exempt  
\* The classification is vacant, and the department has no intentions to utilize this classification as the duties have been redistributed to other classifications in the department.

Exhibit S: Class Title: *Employment Contract Negotiator/Evaluator*  
Class Number: 19001  
Pay Grade: 8A/Exempt  
\* The classification is vacant, and the department has no intentions to utilize this classification. The duties are being performed by other classifications in 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 forgoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: October 25, 2022

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: October 6, 2022

TO: Cuyahoga County Council President Pernel Jones Jr.  
 Nan Baker, Chairwoman, Human Resources, Appointments & Equity  
 Committee Council Members, Human Resources, Appointments & Equity  
 Committee

FROM: Thomas Colaluca, Chairman  
 Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on October 5, 2022, the Personnel Review Commission considered and approved recommending modifications to the County’s classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC’s website before any formal action was taken on them. Details of the recommended changes are below:

<b>NEW CLASSIFICATION</b>	<b>PAY GRADE and FLSA STATUS</b>	<b>DEPARTMENT</b>
Business Services Assistant 10241	5A Non-Exempt	Planning Commission
Developer 4 16184	16B Exempt	Information Technology
Manager, GIS – Planning Commission 16481	15B Exempt	Planning Commission
Manager, Health and Human Services (HHS) Training 13241	15A Exempt	Health and Human Services
Manager, Planning Initiatives 21081	15A Exempt	Planning Commission
Manager, Planning Services 21074	15A Exempt	Planning Commission
Planner 20171	8A Non-Exempt	Planning Commission

Planning Initiatives Specialist 21091	11A Exempt	Planning Commission
Principle Planner 20173	13A Exempt	Planning Commission
Senior Planner 20172	11A Exempt	Planning Commission

**PROPOSED REVISED CLASSIFICATIONS**

<b>REVISED CLASSIFICATIONS (Revised Title)</b>	<b>CURRENT PAY GRADE &amp; FLSA</b>	<b>RECOMMENDED PAY GRADE &amp; FLSA</b>	<b>DEPARTMENT</b>
Associate Warden 12021	15A Exempt	15A Exempt (No Change)	Sheriff's
C.A.D. Technician 1 18021	5A Non-Exempt	5A Non-Exempt (No Change)	Fiscal
Developer 1 16181	12B Exempt	12B Exempt (No Change)	Information Technology
Developer 2 16182	13B Exempt	13B Exempt (No Change)	Information Technology
Developer 3 16183	15B Exempt	15B Exempt (No Change)	Information Technology
Supervisor, Examiner 11073	10A Exempt	10A Exempt (No Change)	Health and Human Services
Supervisor, Support Specialist 13001	8A Non-Exempt	8A Non-Exempt (No Change)	Job and Family Services
Human Resources Business Partner 14112	11A Exempt	11A Exempt (No Change)	Human Resources
Human Resources Generalist 14111	9A Exempt	9A Exempt (No Change)	Human Resources
Human Resources Associate 14101	5A Non-Exempt	5A Non-Exempt (No Change)	Human Resources
Senior HR Associate 14102	6A Non-Exempt	6A Non-Exempt (No Change)	Human Resources
Talent Acquisition and Employment Specialist 14141	10A Exempt	10A Exempt (No Change)	Human Resources
Employee and Labor Relations Specialist 1 14061	13A Exempt	13A Exempt (No Change)	Human Resources
Employee and Labor Relations Specialist 2 14062	14A Exempt	14A Exempt (No Change)	Human Resources
Compliance Coordinator 14211	12A Exempt	12A Exempt (No Change)	Human Resources
Payroll Officer 14181	6A Non-Exempt	6A Non-Exempt (No Change)	Human Resources
Time and Attendance Administrator 14021	11A Exempt	11A Exempt (No Change)	Human Resources

**PROPOSED DELETED CLASSIFICATIONS**

<b>Classification Title</b>	<b>Classification Number</b>	<b>Pay Grade</b>	<b>Department</b>
Data Control Technician	16001	4A Non-Exempt	Health and Human Services
Employment Contract Negotiator/Evaluator	19001	8A Exempt	Health and Human Services

cc: Deborah Southerington, Commissioner  
F. Allen Boseman, Commissioner  
Rebecca Kopcienski, PRC Director  
Armond Budish, County Executive

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

Posted: 9/29/2022  
Meeting: 10/5/22

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
<b>NEW</b>					
Business Services Assistant	10241	N/A	5A Non-Exempt	Planning Commission	This is a new classification requested to integrate the positions of the Planning Commission into the Class Plan. The classification reflects the essential functions and minimum qualifications of the position.
Developer 4	16184	N/A	16B Exempt	Information Technology	This is a new classification requested by the Department of Information Technology based on department need. The classification reflects the essential functions and minimum qualifications of the position.
Manager, GIS – Planning Commission	16481	N/A	15B Exempt	Planning Commission	This is a new classification requested to integrate the positions of the Planning Commission into the Class Plan. The classification reflects the essential functions and minimum qualifications of the position.
Manager, Health and Human Services (HHS) Training	13241	N/A	15A Exempt	Health and Human Services	During PRC routine maintenance for the Manager, Training it was determined that the two current incumbents were performing substantially different work and that a new classification needed to be created for one of the incumbents. This position was created to reflect the work being performed. This position manages the North Central Ohio Regional Training Center for Social Worker and Foster Parent training.
Manager, Planning Initiatives	21081	N/A	15A Exempt	Planning Commission	This is a new classification requested to integrate the positions of the Planning Commission into the Class Plan. The classification reflects the essential functions and minimum qualifications of the position.
Manager, Planning Services	21074	N/A	15A Exempt	Planning Commission	This is a new classification requested to integrate the positions of the Planning Commission into the Class Plan. The classification reflects the essential functions and minimum qualifications of the position.
Planner	20171	N/A	8A Non-Exempt	Planning Commission	This is a new classification requested to integrate the positions of the Planning Commission into the Class Plan. The classification reflects the essential functions and minimum qualifications of the position.
Planning Initiatives Specialist	21091	N/A	11A Exempt	Planning Commission	This is a new classification requested to integrate the positions of the Planning Commission into the Class Plan. The classification reflects the essential functions and minimum qualifications of the position.
Principle Planner	20173	N/A	13A Exempt	Planning Commission	This is a new classification requested to integrate the positions of the Planning Commission into the Class Plan. The classification reflects the essential functions and minimum qualifications of the position.
Senior Planner	20172	N/A	11A Exempt	Planning Commission	This is a new classification requested to integrate the positions of the Planning Commission into the Class Plan. The classification reflects the essential functions and minimum qualifications of the position.

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
<b><u>REVISED</u></b>					
Associate Warden	12021	15A Exempt	15A Exempt (No Change)	Sheriff's	PRC routine maintenance. Classification last revised in 2018. Changes were made to distinguishing characteristics, essential job functions, language and formatting, and additional requirements. A technology section was added. No change to pay grade or FLSA status.
C.A.D. Technician 1	18021	5A Non-Exempt	5A Non-Exempt (No Change)	Fiscal	PRC routine maintenance. Classification last revised in 2018. Changes were made to classification function, distinguishing characteristics, essential job functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
Developer 1	16181	12B Exempt	12B Exempt (No Change)	Information Technology	Changes to this classification as a result of a request to add a 4th level to this series. Changes were made to ensure consistency across all four positions and to clarify the distinctions between the levels. Changes were made to classification function, distinguishing characteristics, essential job functions, minimum qualifications, and language and formatting. No change to pay grade or FLSA status.
Developer 2	16182	13B Exempt	13B Exempt (No Change)	Information Technology	Changes to this classification as a result of a request to add a 4th level to this series. Changes were made to ensure consistency across all four positions and to clarify the distinctions between the levels. Changes were made to classification function, distinguishing characteristics, essential job functions, minimum qualifications, and language and formatting. No change to pay grade or FLSA status.
Developer 3	16183	15B Exempt	15B Exempt (No Change)	Information Technology	Changes to this classification as a result of a request to add a 4th level to this series. Changes were made to ensure consistency across all four positions and to clarify the distinctions between the levels. Changes were made to classification function, distinguishing characteristics, essential job functions, minimum qualifications, and language and formatting. No change to pay grade or FLSA status.
Supervisor, Examiner	11073	10A Exempt	10A Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification last revised in 2018. Changes were made to essential job functions, language and formatting, and environmental adaptability. A technology section was added. No change to pay grade or FLSA status.
Supervisor, Support Specialist	13001	8A Non-Exempt	8A Non-Exempt (No Change)	Job and Family Services	PRC routine maintenance. Classification last revised in 2018. Changes were made to essential job functions and language and formatting. A technology section was added. No change to pay grade or FLSA status.

<b>DELETED CLASSIFICATION</b>	<b>PAY GRADE and FLSA STATUS</b>	<b>DEPARTMENT</b>	<u>Rationale</u>
Data Control Technician 16001	4A Non-Exempt	Health and Human Services	The classification is vacant, and the department has no intentions to utilize this classification as the duties have been redistributed to other classifications in the department.
Employment Contract Negotiator/Evaluator 19001	8A Exempt	Health and Human Services	The classification is vacant, and the department has no intentions to utilize this classification. The duties are being performed by other classifications in the department.



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Business Services Assistant	<b>Class Number:</b>	10241
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	5A
<b>Dept:</b>	Planning Commission	<b>EXHIBIT A</b>	

## Classification Function

Provides higher level administrative assistance to management staff and the Business Services Manager in support of fiscal and clerical activities of the Cuyahoga County Planning Commission.

## Distinguishing Characteristics

This is a journey-level position responsible for providing support to the management staff of the Planning Commission. This position works under direct supervision from the Business Services Manager. This classification works within a well-defined framework of policies, procedures, and regulations. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

## Essential Job Functions

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

30% +/-10%

- Provides direct administrative support for Governing Board and Planning Commission activities and functions; prepares agenda and meeting packets and distributes to participants; communicates via telephone and/or email with Board members and solicits attendance at scheduled meetings; attends and participates in Commission meetings including Governing Board and other governing committees that the Planning Commission participates in, such as DOPWIC and NRAC; transcribes minutes for the respective Boards, Commission, and Committee; assembles, photocopies, and distributes information as necessary.

30% +/- 10%

- Assists in the procurement of goods and services and the processing of contracts for the Agency; requests information and documents (i.e., W-9) from vendors; prepares bid specifications and purchase orders; updates files and completes paperwork for new vendors; monitors supplies and equipment and coordinates ordering and delivery of supplies and resources when necessary; receives, reviews, and identifies fiscal errors when reconciling expenses; prepares purchase orders, expense vouchers, and payment vouchers for contracts; posts monthly expenses; assembles required contract documents and works with the Business Services Manager to upload and process executed contracts in the County's enterprise content management database.

20% +/- 10%

- Performs and manages data entry, data processing, and record maintenance activities; maintains physical records, data, and other information; maintains computerized records system or databases; enters information into databases; receives, sorts, and assigns documents according to departmental procedures; places documents in appropriate file according to established records management systems; screens forms, applications, and documents to determine accuracy and completeness of information; identifies inconsistencies between data and database information; updates information in databases as required; acts as primary records retention staff person and coordinates with the Ohio Historical society for disposal of government records according to Agency's retention schedule;

## Business Services Assistant

travels to County archive to search for and maintain historical files as necessary; receives and responds to public records requests and maintains listing of information requests per Ohio Sunshine Laws.

15% +/- 5%

- Performs higher-level administrative duties to support business functions of the office; organizes conferences and meetings; maintains office calendar; receives and records receipts from invoices issued; processes and distributes mail and other materials; sends and receives facsimiles and electronic mail; answers the telephone and takes messages and/or directs phone calls; greets and directs visitors to appropriate office or personnel; schedules meetings; provides information relative to Agency services and programs and makes appropriate referrals as necessary; assists the public, employees, or any other internal or external customers by responding to public inquiries in person, by phone, or by email.

5% +/- 2%

- Performs other administrative tasks and duties upon request and as necessary; updates website with Planning Commission information; manages job numbers on printer; assists with onboarding of new hires and temporary employees; facilitates building security allowances; keeps public areas clean.

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

- High school degree and five (5) years of administrative support experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software including email software (Microsoft Outlook), enterprise content management software (OnBase), spreadsheet software (Microsoft Excel), database software (Microsoft Access), and word processing software (Microsoft Word).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

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

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank,

## Business Services Assistant

investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.

- Ability to comprehend a variety of informational documents including vouchers, revenue checks, packing slips, billing invoices, work orders, contracts, public records requests, records retention schedule, and receipts.
- Ability to comprehend a variety of reference book and manuals including the Agency Personnel Policies and Procedures, Ohio Revised Code, department travel policy, and Planning Commission Bylaws.
- Ability to prepare receipts, memos, daily and monthly logs and reports, meeting agendas, spreadsheets, timesheets, multifunction printer reports, meeting minutes, office voucher, encumbrance voucher, record requests, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret basic accounting terminology and language.
- Ability to communicate effectively with Agency employees, vendors, suppliers, Planning Commission 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

<b>Class Title:</b>	Developer 4	<b>Class Number:</b>	16184
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16B
<b>Dept:</b>	Information Technology	<b>EXHIBIT B</b>	

## Classification Function

The purpose of the classification is to design, develop, and implement web and desktop applications and lead in the software engineering optimization process.

## Distinguishing Characteristics

This is a technical, advanced journey level classification in the Developer series. Employees at this level work under limited supervision and are expected to work independently, exercising judgment and initiative. The Developer 4 possesses extensive technical knowledge of software and application development and database structure and tasks typically cover a wide variety and require innovative problem-solving where guidance is not readily available. This classification is distinguished from the Developer 3 in that this classification leads projects, leads the unit's software engineering optimization process, and reviews work performed by lower-level Developers.

## 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%

- Leads the planning, analysis, design, development, testing, and deployment of new software systems, applications, or websites; defines input and output system requirements and prepares graphic and narrative representations of solutions (including current and/or future business process flows, grammatical schemas, database and network diagrams); designs technical specifications (e.g., application architecture/infrastructure, database model, interfaces, security, object design and data access methods) to determine best method for meeting end-user needs; leads design reviews; writes technically advanced code for custom computer software using appropriate coding languages and development technologies; documents program development and revisions according to department procedures; develops advanced test scripts, data, and pass/fail testing criteria; conducts unit and/or system tests to ensure that the application or software produces the desired result and that all functionality works as specified; uses source debugger to identify and resolve non-routine processing errors and performance issues; performs post-implementation assessments; adheres to the department's design and coding standards and industry best practices; collaborates and coordinates with network engineering, security, and database administration teams to develop, debug, and architect solutions.

20% +/- 10%

- Leads the software engineering optimization process; utilizes DevOps principles to plan, develop, and code pipelines to support applications, projects, and environments; assesses overall system performance; identifies patterns that could lead to systemic issues; seeks, recommends, and implements processes, tools, and methodologies to improve the software development and deployment lifecycle and to automate and improve deployment and release processes; reviews code written by other Developers to optimize for higher performance and enhanced security; looks for ways to enhance security with cloud-based platforms; works with security engineers and IT management to recommend, implement, and document best practices and standard operating

Effective Date: 09.11.2012  
Last Modified: 05.25.2021

## Developer 4

procedures for software development and security; leads in the development of appropriate standards and criteria for programming and systems development lifecycle activities; keeps current on emerging web and application development technologies and gives presentations in new or emerging technologies in software development, network infrastructure, and cyber security.

15%+/- 5%

- Maintains and updates existing software systems, applications, and websites; makes complex updates and/or modifications to existing software to increase operating efficiency and security, adapt to new requirements, or include new functionality; resolves complex problems involving server operating systems, networks, applications, websites, third-party integrations, and other programming code; runs tests and debugs software and resolves security or infrastructure issues; consults with technical staff to troubleshoot problems; communicates software test results with end users; communicates with vendors to resolve problems or ask questions regarding third party Application Programming Interfaces (API); writes code for software integration between County applications or third-party API.

10% +/- 5%

- Creates, maintains, and queries databases; designs and creates new relational database structures that are logical and normalized to support department initiatives; analyzes databases to ensure optimal performance and minimize utilization of server resources; writes stored procedures (database packages and SQL queries) to access data used for reports, applications, and extractions; maintains data integrity in relational databases; troubleshoots and resolves non-routine database issues.

10% +/- 5%

- Collaborates with end users to determine business needs and solutions; consults with end users to identify and document business needs (software/system purpose, business workflow, output needs, etc.); identifies and develops alternative solutions; performs cost-benefit, feasibility, and impact analysis of proposed solutions; informs user about solutions that may meet their needs; performs postproduction support of business applications; writes, reviews, and coordinates development of training materials and user-guides for end users; follows up with end users to ensure satisfaction with project.

10% +/- 5%

- Serves as team/technical lead on projects as assigned; creates project plans (including time and cost estimates, target dates, task assignments, etc.); assists IT management with estimating workload requirements; tracks projects via project tracking system; provides guidance to developers and application programmers in program techniques and technology; mentors other Developers to create documentation and share knowledge with development teams and management.

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

- Bachelor's degree in computer science/engineering or related field with seven (7) years of experience in a data processing environment, application development and design, database development and design, computer information systems including two (2) years of experience with cloud computing technologies; or an equivalent combination of education, training, and experience.
- Must have knowledge of at least two (2) programming languages used by the IT Department.

### **Additional Requirements**

- No special license or certification is required.

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

### **Physical Requirements**

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

### **Technology Requirements**

- Ability to operate a variety of software and database systems including application Integrated Development Environments (e.g., Visual Studio, Visual Studio Code, Eclipse), database management software (e.g., SQL Server Management Studio, Oracle SQL Developer), database query languages (e.g., T-SQL, PL/SQL), programming languages and extensions (e.g., C#, TypeScript, .Net Core, ASP.Net MVC, ASP.Net Web Forms, JavaScript, CSS, HTML, Ruby, Vue.JS, , Java), spreadsheet software (MS Excel, MS Access), version control system (Git), word processing software (e.g., MS Word, Notepad), application lifecycle management (JIRA), content management system (Sitefinity), IT service management system (Cherwell), enterprise content/document management system (OnBase) and other 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.

### **Mathematical Ability**

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

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

- Requires the ability to perform mid to upper-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 program specifications, project requirements, technical and functional requirements, technical forums, issue/error logs, RFPs, termination program execution, source code, service desk tickets, technical documentation, correspondence, and other reports and records.
- Ability to comprehend a variety of reference materials and manuals including departmental policy manual, The Employee Handbook, requirement statements, relational database chart, technical books and websites, computer manuals, and status reports.
- Ability to prepare web applications and sites, statement of work, root cause analysis report, database diagrams, logs, and reports, technical specifications, application architecture/network

## Developer 4

diagrams, web applications and sites, databases, system documentation, status reports, source code, training materials/presentations, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer terminology and language.
- Ability to communicate with supervisors, co-workers, end-users, business stakeholders, vendors, consultants, technical staff, and other IT department teams.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, GIS - Planning Commission	<b>Class Number:</b>	16481
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15B
<b>Dept:</b>	Planning Commission	<b>EXHIBIT C</b>	

### Classification Function

The purpose of the classification is to create and manage the provision of high-quality, value-added maps, graphics, and data analysis to local communities and County agencies.

### Distinguishing Characteristics

This is a professional, management-level classification working in the Planning Commission’s Information and Research Services Section overseeing and performing complex research and data analysis utilizing Geographic Information Systems (GIS) software. This classification works under direction of the Planning Commission Executive Director. The incumbent possesses extensive statistical and geospatial analysis knowledge and skills, and tasks typically varied and non-routine, requiring innovative problem-solving where guidance is not readily available.

### Essential Job Functions

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

- 55% +/- 10%
- Performs and/or supervises the creation of specialized data sets, reports, maps, graphics, and other requested materials; researches pre-existing data sets and data resources to understand issues surrounding request; coordinates with staff to determine data and analysis needs for projects; identifies appropriate spatial data model to apply to complex problems based on project needs and available GIS applications and resources; selects the appropriate data collection, integration, and storage methods based on project objectives; acquires data from appropriate resources as needed based on project objectives; performs geospatial and statistical analyses using appropriate GIS application tools and commands.
- 20% +/- 10%
- Manages, plans, and coordinates internal GIS projects, GIS collaboration initiatives, and interactions with clients; responds to requests for data analysis, maps, and graphics; communicates with clients to determine project needs and to convey project status; develops project scope, deliverables, and budget for client projects based on client’s needs; prepares project summary reports and presents findings to clients; prepares timekeeping and expense reports for billing clients.
- 10% +/- 5%
- Supervises and directs the work of assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.



## Manager, GIS - Planning Commission

5% +/- 2%

- Develops customized online and mobile GIS software applications for clients and internal staff; creates customized tools for new and existing applications; develops logic and writes programs utilizing applicable development tools.

5% +/- 2%

- Supports agency staff in evaluation of incoming grant applications administered by the agency; performs database design and report formatting; develops map-based criteria.

5% +/- 2%

- Represents the Agency and its GIS work and involvement at various meetings and formats including Board meetings, conferences, and internal and external meetings; prepares resolutions, briefing memoranda, and other project-related documents and presents to the Planning Commission Board for approval

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

- Bachelor's degree in geographic information, computer science, civil engineering, or related field with five (5) years of experience in geographic information systems, database administration, programming, application development, or related field, and two (2) years of supervisory experience; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including personal computer, printer, plotter, GPS equipment, and drafting tools.

#### **Technology Requirements**

- Ability to operate a variety of software and databases including GIS software (ArcGIS), image editing software, spreadsheet software (MS Excel), database software (MS Access), web application development software (ArcGIS Web App Developer), and 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 the discipline or discharge of employees.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform routine and advanced statistical calculations, and make use of the principles of algebra and geometry.

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

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including employee timesheets, billing invoices, draft reports, GIS data, maps, legal descriptions, schematics, design record drawings, CAD files, image files, system logs, and other reports and records.
- Ability to comprehend a variety of reference materials and manuals including the Cuyahoga County Planning Commission Employee Policy and Procedures Manual, Geographic Information Systems Professional (GISP) Code of Ethics, Cuyahoga County code of ethics, and departmental policies and procedures.
- Ability to prepare status reports, technical reports, maps, charts, statistical analyses, scope of services, applications, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret GIS data modeling, cartography, database and web development syntax, and statistical analysis language and terminology.
- Ability to communicate with a variety of individuals within and outside the Department including the supervisor, subordinates, departmental employees, consultants, external clients, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Health and Human Services (HHS) Training	<b>Class Number:</b>	13241
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15A
<b>Departments:</b>	Health and Human Services	<b>EXHIBIT D</b>	

### Classification Function

The purpose of this classification is to manage, coordinate and implement County-level and State-level training programs and initiatives for Health and Human Services (HHS) employees, Ohio Department of Jobs and Family Services (ODJFS) employees, foster families, and caregivers.

### Distinguishing Characteristics

This is a management level classification, with responsibility for overseeing technical operations, and the development and execution of training programs. This class recommends, develops, integrates, administers, and evaluates policies, procedures, and standards required to provide related services. The classification is responsible for ensuring that training programs and activities are completed in a timely, effective, and efficient manner according to procedures, rules, regulations, laws and ordinances. This classification oversees lower-level HHS training supervisors, HHS Training Specialists, and other assigned personnel.

### Essential Job Functions

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

- 60% +/- 10%
- Plans, directs, and coordinates North Central Ohio Regional Training Center (NCORTC) training programs and initiatives; meets with ODJFS managers and department heads to identify and determine training and development needs for staff ; develops and approves all training provided by the NCORTC; develops an annual calendar of training and development opportunities including references to external opportunities; develops and maintains training procedures, materials, and manuals for trainings; plan and schedules the new-hire training for HHS employees; ensures that statutory training requirements are met; amends and revises training programs as needed; develops and maintains training budget; prepares training budget reports; prepares annual training reports for department; coordinates the upkeep to ensure the NCORTC (Westshore) building is functional and safe; reports any issues and need for repairs with the NCORTC (Westshore) building to HHS staff person responsible with communicating with building owner.
- 30% +/- 10%
- Supervises and directs the work of HHS Training Specialist, new HHS staff, social work interns, 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.

Effective Date: TBD

10% +/- 5%

- Attends and participates in professional group meetings, conferences, seminars, and training; stays abreast of new trends and innovations in the field; represents training department at various meetings and conferences; provides technical assistance and consultation to departments regarding training needs; delivers speeches and prepares correspondence.

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

- Bachelor's degree in education or human resources with nine (9) years of training experience including three (3) years in a supervisory capacity; or any equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software and databases including course management system software (E-Track), electronic mail systems (Microsoft Outlook), presentation software (Microsoft PowerPoint), publishing software (Microsoft Publisher), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to evaluate the performance of assigned employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

#### **Mathematical Ability**

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

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

- Ability to perform mid- to high-level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including employment job audit forms, needs analyses, classification specifications, training literature, training plans, performance evaluations and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policies and procedures, State regulations and training manuals.
- Ability to prepare memos, correspondence, training proposals, training needs analysis, training budgets, monthly reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise 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 education, legal, counseling, and personnel terminology and language.
- Ability to communicate effectively with department supervisors, training personnel, consultants, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Planning Initiatives	<b>Class Number:</b>	21081
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15A
<b>Dept:</b>	Planning Commission	<b>EXHIBIT E</b>	

## Classification Function

This classification is responsible for the direction and maintenance of the Planning Commission’s special projects and initiatives. This classification also provides supplemental material, services, and assistance to the Planning Services division.

## Distinguishing Characteristics

This is a managerial-level classification responsible for the administration of grant programs affiliated with the Planning Commission and provides support to planning projects and Master Plans. This classification works under general direction from the Planning Commission Executive Director. This classification works within a framework of policies, procedures, and regulations but uses independent judgment in order to accomplish departmental goals.

## Essential Job Functions

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

- 30% +/- 10%
- Supervises and directs the work of assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge to the Executive Director.
- 40% +/- 10%
- Directs and maintains Planning Commission special projects and initiatives; researches topics and writes guidebooks with in-house and partner support for clients and the interested public; searches for grants available to Master Plan clients and others; develops proposals and memorandums of understanding for agency clients; monitors employee progress on projects to ensure they are completed on time; looks for potential new initiatives to be undertaken by the agency; provides oversight of agency trails implementation efforts, Ohio Public Works Commission, and Natural Resources Assistance Council program administration.
- 25% +/- 10%
- Assists in developing guidelines and oversees the administration of various grant programs, projects and funds, which the Planning Commission administers on behalf of other agencies.
- 5% +/- 2%
- Performs supportive administrative responsibilities; prepares resolutions, briefing memoranda, and other project-related documents and presents to the Planning Commission Board for approval; represents the County or the Planning Commission in various meetings; gives presentations representing County or the Planning Commission; provides policy guidance and answers Planning Initiatives team questions about zoning, municipal governance, and operations; performs outreach activities to local municipalities.

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

- Bachelor's degree in finance, business administration, urban planning, or a related degree and five (5) years of urban planning, government/municipalities legislation, or consultant work for governments/municipalities and two (2) year of supervisory experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

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

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

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

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

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including expense reports, correspondence, reports, meeting minutes, contracts, grant applications, tax increment financing agreement history, and gap financing agreements.

## Manager, Planning Initiatives

- Ability to comprehend a variety of reference books and manuals including the Cuyahoga County Planning Commission Employee Policy and Procedures Manual, Cuyahoga County code of ethics, Ohio Revised Code, municipal charters, municipal ordinances, federal statutes, federal policy, state legislation, and federal legislation.
- Ability to prepare expense reports, grant applications, memorandums of understanding, resolutions, briefing memos, guidebooks, reports, descriptive lists of grants, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret relevant government statutes, zoning, urban planning, and budgeting terminology and language.
- Ability to communicate with department staff, external urban development departments, external urban development agencies, and local governments.

## **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Planning Services	<b>Class Number:</b>	21074
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15A
<b>Dept:</b>	Planning Commission	<b>EXHIBIT F</b>	

### Classification Function

The purpose of this classification is to plan, supervise, direct, and lead the Planning Services Section in day-to-day activities and operations. The incumbent is responsible for providing technical direction for the development, design, and systems integration from project definition phase through plan implementation for County jurisdictions, County Departments, and other public and non-profit agencies.

### Distinguishing Characteristics

This is a management-level classification responsible for coordinating the development of strategic and tactical plans for urban master plans, zoning code updates, and other Planning Services offered, and ensuring staff understands and delivers the appropriate solutions to user agencies. This class works under general direction of the Planning Commission Executive Director and is expected to exercise discretion in applying policies and procedures to resolve organizational and planning problems and to ensure that assigned projects and activities are completed in a timely and efficient manner.

### Essential Job Functions

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

50% +/- 10%

- Supervises and directs the work of Principal Planners and other assigned staff, directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

30% +/- 10%

- Manages, plans, and coordinates the development and implementation of plans for clients; prepares proposals to potential clients for professional planning services; prepares contracts, Memoranda of Understanding, scopes of work, project budgets, timelines, and workplans for Planning Projects; reviews and approves for distribution the deliverables to project teams, stakeholder committees, and the general public; schedules and organizes weekly inter project team meetings; advises the Planning Commission Executive Director on all planning-related matters; directs the development and production of planning reports, including data.

20% +/- 10%

- Represents the Planning Commission at various meetings for stakeholders; prepares resolutions, briefing memoranda, and other project-related documents and presents to the Planning Commission Board for approval; attends various counsels or committees as a designated representative or alternate.

Manager, Planning Services

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

- Bachelor's degree in urban/regional planning, landscape architecture, urban design, or a related field with five (5) years of experience in planning and urban design, and project management, and two (2) years of supervisory experience.
- Must possess and maintain an American Institute of Certified Planners (AICP) Certification.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

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

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

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including charts, plats, maps, plans, renderings and models, drafts of documents, graphic layouts, diagrams, reports, correspondents, consultant invoices, budgets, and 3D models and illustrations.
- Ability to comprehend a variety of reference books and manuals including the Cuyahoga County Planning Commission Employee Policy and Procedures Manual, Cuyahoga County code of ethics, the Ohio Revised Code, local planning and zoning regulations and ordinances, American Planning Association best practices and ethical standards, American Institute of Certified Planners (AICP) and

Effective Date: TBD

## Manager, Planning Services

American Society of Landscape Architects (ASLA) code of ethics, and established guidelines established by the Environment Protection Agency (EPA).

- Ability to prepare master plan documents, demographic analyses and reports, renderings and 3D models, graphic designs, presentations, public materials, contracts and scopes of services, grant applications, reimbursement requests, Memoranda of Understanding, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use an interpret legal, engineering, and urban planning terminology and language.
- Ability to communicate with city leaders, directors, planning committees, regional and partner agencies, other departments, members of the public, coworkers, and other planning professionals.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Planner	<b>Class Number:</b>	20171
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	8A
<b>Dept:</b>	Planning Commission	<b>EXHIBIT G</b>	

### Classification Function

The purpose of this classification is to provide support to both short- and long-term comprehensive planning, quality of life, environment, and economic development of Cuyahoga County.

### Distinguishing Characteristics

This is an entry-level position in the Planner series. Employees in this position work under direct supervision with increasing responsibility and independent judgment as work experience is gained. The employee works within a framework of established regulations, policies, and procedures. This class is distinguished from the Senior Planner in that the latter has a greater level of experience, performs more complex work, and requires a certification in urban planning (AICP).

### 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%

- Assists other planners in the review of subdivision plats, and the research and creation of zoning documents and planning studies such as municipal Master Plans, Corridor Studies, or small area plans that propose policies and regulations for land use, housing, community facilities, transportation, environmental programs and other similar topics; interprets data; assists in preparing work proposals; assists in drafting planning reports; provides input in team planning meetings; edits co-workers' documents.

40% +/- 10%

- Prepares documents and materials needed to review subdivision plats and to research and create zoning documents, planning studies, and other records; researches, prepares findings, and summarizes results; collects a variety of statistical data and prepares reports and maps on topics such as land use, census information, tax base data, occupancy rates, and other data sets as necessary and applicable to the project.

10% +/- 5%

- Prepares and presents materials for meetings with City Officials and the Public as part of facilitating the planning and zoning process; creates computer graphics and prepares maps, reports, correspondences, and presentations for meetings and the general public.

10% +/- 5%

- Assists other planners and staff with more complex projects as assigned.

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

- Bachelor's degree in urban/regional planning, landscape architecture, urban design; or an equivalent combination of education, training, and experience.

Date Established: TBD

Planner

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including charts, plats, maps, plans, graphic layouts, diagrams, subdivision plans, economic data, transportation data, letters, and memos.
- Ability to comprehend a variety of reference books and manuals such as Cuyahoga County Planning Commission Employee Policy and Procedures Manual and Cuyahoga County code of ethics, county subdivision regulations, municipal and township zoning regulations, state and federal regulations, department policies and procedures American Planning Association best practices and ethical standards, American Institute of Certified Planners (AICP) and American Society of Landscape Architects (ASLA) code of ethics, and established guidelines by state and federal agencies.
- Ability to prepare computer graphics, 3-D models, maps, meeting handouts and presentations, research and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret legal, engineering, and urban planning terminology and language.
- Ability to communicate with supervisors, stakeholders, county departments, regional agencies, project teams, municipal staff, members of the public, coworkers, and other planning professionals.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Planning Initiatives Specialist	<b>Class Number:</b>	21091
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Planning Commission	<b>EXHIBIT H</b>	

### Classification Function

The purpose of this classification is to manage a planning initiative and/or grant program by coordinating its development, events, training, and maintenance.

### Distinguishing Characteristics

This is a journey-level classification responsible for the development and management of multiple parts and phases of a planning initiative and/or grant program. This position works under the general supervision of the Manager, Planning Initiatives and within a framework of defined procedures and regulations. This classification is expected to work independently and exercise discretion in applying procedures to ensure that all activities are performed in a timely and efficient manner and according to relevant policies, procedures, and related regulations.

### Essential Job Functions

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

- 40% +/- 10%
- Oversees the development and maintenance of a planning initiative and/or grant program; develops and reviews project information, applications, and timelines; reviews financial reports to ensure accuracy of entries and submits project/grant financial reports to the Business Services Manager; makes recommendations for awards and potential funding; answers questions from other agencies, the media, and the public about the planning initiative and/or grant program.
- 40% +/- 10%
- Develops workshops and trainings; coordinates volunteers; designs any training modules and materials for the initiative or program; trains involved parties on the planning initiative; develops reading material, website information, social media content, or other communications about the initiative and/or grant program; determines work products for partnering agencies and engages them.
- 15% +/- 5%
- Conducts outreach activities and coordinates meetings, work sessions, and conferences about the planning initiative and/or grant program; coordinates, attends, and/or leads meetings with partnering agencies; gives presentations and coordinates the activities and speakers at planning initiative conferences or grant program workshops; develops any materials for meetings, works sessions, and conferences.
- 5% +/- 2%
- Performs administrative and supporting duties; represents the County and/or the Planning Commission in various meetings; takes meeting minutes; completes and submits timesheets; reports to the Manager of Planning Initiatives and CCPC Executive Director regarding meetings and issues; assists in providing materials for public record requests; reviews project activity for Agency invoicing; assists with coordination of contracts and project partner agreements.

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

- Bachelor's Degree in a program related to the department and grant program and five (5) years of project management, grant management, or related experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

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

#### **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**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including quarterly program financial reports, grant applications, commission nomination forms, appointment letters, inquiries, program specific documentation, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Cuyahoga County Planning Commission Employee Policy and Procedures Manual, Cuyahoga County code of ethics, Ohio Revised Code, Ohio public record laws, and any rules, regulations, guidelines, or best-practices related to the program or initiative such as US Environmental Protection Agency rules and guidelines governing the Area of Concern Delisting Process.
- Ability to prepare meeting announcements, agendas, meeting minutes, application policy manuals, application forms, scoring spreadsheets, correspondence, memos, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

## Planning Initiatives Specialist

- Ability to convince and influence others, record, and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret urban planning and grant program terminology and language.
- Ability to communicate with coworkers, supervisor, director, partnering agencies, and the general public.

## Environmental Adaptability

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Principal Planner	<b>Class Number:</b>	21073
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13A
<b>Dept:</b>	Planning Commission	<b>EXHIBIT I</b>	

## Classification Function

The purpose of this classification is to be a project lead on municipal and regional plans and to be a lead worker to lower-level planners and interns. The Principal Planner coordinates the budget and timeline, assigns tasks to planners, completes complicated calculations and mapping, manages the project as a whole, and communicates with local and regional governmental agencies.

## Distinguishing Characteristics

This is a journey-level specialist classification that serves as a lead worker and project manager for Planning Commission end-products. This classification exercises independence and judgment and receives direction from the Manager, Planning Services as new or unusual situations arise. It is distinguished from the Manager, Planning Services where the latter is the supervisor of the planning department.

## Essential Job Functions

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

40% +/- 10%

- Serves as a project lead for municipal and regional plans of moderate to high complexity; develops recommended actions and timelines for projects; reviews submitted materials created by other planners; coordinates and reviews plans, studies, guidebooks, and regional initiatives; conducts and reviews research, data collection, and analysis on existing regional and local socio-economic, transportation, housing, and land use trends; prepares and reviews technical reports, plans, and recommendations for staff, clients, communities, public officials, and citizens; develops maps, 3D renderings, street sections, tables, graphs, charts, and document layout.

40% +/- 10%

- Develops public presentation materials, and organizes and presents to the general public, regional organizations, and local committees for input; prepares, schedules, and conducts meetings with public officials, local leaders, regional agencies, peers, citizens, and clients; gathers, analyzes, and responds to feedback from the general public and other regional groups on ideas and initiatives proposed both regionally and locally; prepares and submits County planning's work for national and regional award programs; attends professional group meetings, national and region conferences, seminars, training, and other events to keep agency abreast of new trends, innovations, and best practices.

20% +/- 10%

- Serves as a lead worker for the Planning Commission; assigns and coordinates the work of lower-level plans; provides instruction, mentorship, and training to lower-level planners; troubleshoots and provides guidance to lower-level planners as situations arise.

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

- Bachelor's degree in urban/regional planning, landscape architecture, urban design, or related field, and five (5) years of experience in urban planning, or urban design; or an equivalent combination of education, training, and experience.
- Must possess and maintain an American Institute of Certified Planners (AICP) Certification.

### **Additional Requirements**

- No special license or certification 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.

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

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

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

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including charts, plats, maps, plans, renderings and models, drafts of documents, graphic layouts, diagrams, subdivision plans, economic data, transportation data, letters, memos, 3D models, and illustrations.
- Ability to comprehend a variety of reference books and manuals including the Cuyahoga County Planning Commission Employee Policy and Procedures Manual, Cuyahoga County code of ethics, the local planning and zoning regulations and ordinances, state and federal regulations, department policies and procedures, American Planning Association best practices and ethical standards, American Institute of Certified Planners (AICP) and American Society of Landscape Architects (ASLA) code of ethics, and guidelines established by state and federal agencies.

## Principal Planner

- Ability to prepare master plan documents, zoning text, demographic analyses and reports, renderings and 3D models, graphic designs, presentations, public materials, proposals, contracts, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use an interpret legal, engineering, and urban planning terminology and language.
- Ability to communicate with city leaders, directors, planning committees, regional and partner agencies, other departments, members of the public, coworkers, and other planning professionals.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Planner	<b>Class Number:</b>	21072
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Planning Commission	<b>EXHIBIT J</b>	

## Classification Function

The purpose of this classification is to participate in the completion of urban planning studies, lead smaller projects, and perform planning analyses for the County Planning Commission and for local municipalities. This includes gathering data, performing research, analyzing data, working with clients and municipalities, and presenting results to the public.

## Distinguishing Characteristics

This is a journey-level classification with responsibility for performing the preparation of zoning codes, mapping updates, master plans, and other planning services and analyses for the Planning Commission. Positions at this level receive general supervision and receives direction as new or unusual situations arise. The employee works within a framework of established regulations, policies, and procedures and is responsible for maintaining open communication with the client agency. This classification is distinguished from the Principal Planner position in that the latter manages larger projects for regions and municipalities and serves as a lead worker.

## Essential Job Functions

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

- 40% +/- 10%
- Develops materials to create zoning documents and planning studies; drafts planning reports and documents as part of planning projects; researches and collects data for zoning codes and planning studies; analyzes and synthesizes data for use in zoning codes and planning studies.
  
- 40% +/- 10%
- Conducts advanced research, prepares findings, and summarizes results; processes submitted subdivision plat applications; researches subdivision plats as needed; coordinates the submittal of departmental reviews of subdivision plats; assists in the review of subdivision plats; maintains files and documentation for subdivision plat applications.
  
- 10% +/- 5%
- Conducts public meetings for planning projects; conducts project and steering committee meetings for planning projects; conducts planning team meetings for planning projects; attends monthly subdivision plat meetings; prepares subdivision plat staff reports for Planning Commission meetings and presents report to the Planning Commission.
  
- 10% +/- 5%
- Serves as point of contact and answering phone and email questions regarding ongoing planning projects; communicates with clients, typically City mayors and department heads.

## Senior Planner

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

- Bachelor's degree in urban/regional planning, landscape architecture, urban design or related field, and three (3) years of experience in urban planning, or urban design; or an equivalent combination of education, training, and experience.
- Must possess and maintain an American Institute of Certified Planners (AICP) Certification.

### **Additional Requirements**

- No special license or certification 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.

#### **Supervisory Responsibilities**

- No supervisory responsibilities

#### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including charts, plats, maps, plans, renderings and models, drafts of documents, graphic layouts, diagrams, subdivision plans, economic data, transportation data, letters, memos, 3D models, and illustrations.
- Ability to comprehend a variety of reference books and manuals including the Cuyahoga County Planning Commission Employee Policy and Procedures Manual, Cuyahoga County code of ethics, county subdivision regulations, local planning and zoning regulations, state and federal regulations, department policies and procedure, American Planning Association best practices and ethical standards, American Institute of Certified Planners (AICP) and American Society of Landscape Architects (ASLA) code of ethics, and guidelines established by state and federal agencies.
- Ability to prepare planning studies, planning reports, zoning text and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, dictation and style.
- Ability to use and interpret legal, engineering, and urban planning terminology and language.
- Ability to communicate with supervisors, clients, developers, planning team, public works, local government representatives, members of the public, coworkers, and other planning professionals.

Senior Planner

**Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Associate Warden	<b>Class Number:</b>	12021
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15A
<b>Dept:</b>	Sheriff's Department	<b>EXHIBIT K</b>	

## Classification Function

The purpose of this classification is to manage the day-to-day operations of the Cuyahoga County correctional facilities.

## Distinguishing Characteristics

This is a supervisory-level classification that is responsible for managing and overseeing County correctional facilities, directly supervising Lieutenants and other assigned staff, and ensuring the safety and security of inmates and employees. Work is performed under general supervision of the Warden. The incumbent exercises initiative and discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties. This position is required to be on-call during times outside of traditional business hours – such as evenings, weekends, and holidays – for emergency situations and to provide guidance when necessary for pending/occurring operational events.

## Essential Job Functions

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

- 40% +/- 10%
- Manages day-to-day operations pertaining to staff administration, security, equipment, and property of County correctional facilities; makes daily rounds to ensure compliance with policies, procedures, rules, and regulations; inspects living accommodations of inmates for sanitation and safety; ensures that necessary repair and work requests are made and completed; works with the Public Works department to assist with scheduling jail repairs and construction projects; provides a plan of action to the Bureau of Adult Detention (BAD) for any jail deficiencies; serves as initial incident commander during large scale crisis or emergency events; responds to emergency situations and plans and directs the placement of staff in the event of riots, escapes, and other emergencies within the facilities; works to ensure operational effectiveness of facilities and confers with the Warden regarding operational problems.
- 20% +/- 10%
- Supervises Lieutenants and other assigned personnel; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluations employee performance; conducts staff meetings; responds to employee questions, concerns, and problems; approves employee time sheets and leave requests; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 15% +/- 5%
- Determines inmate disciplinary status at all County jails and makes appropriate decisions regarding status of individual inmates; performs weekly reviews of discipline status throughout the jails to ensure spaces (lockup, special housing) are properly managed; responds to and addresses inmate grievances and complaints (both formal and informal) at all County jails; directs and reviews investigations of incidents, disciplinary issues, complaints, and inmate grievances and gathers facts

## Associate Warden

to document, report, and make recommendations regarding the problem; makes independent determinations of informal grievances escalating to the Warden only when needed; makes determinations of formal grievances and provides recommendations of action to the Warden; responds to inmate disciplinary appeals.

10% +/- 5%

- Oversees and coordinates provision of various services and programs for inmates; oversees release and booking operations;; coordinates with outside agencies for transportation of inmates to other facilities; coordinates remote court hearings.

15% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; maintains records according to department standards; attends various trainings and meetings; researches and responds to inquiries and complaints from general public and ensures good public relations; communicates with employees at offsite county correctional facilities and provides guidance as necessary; conducts use of force reviews; acts as County liaison with other departments/stakeholders; makes recommendations regarding policy and procedure changes to the Warden; attends platoon roll calls to meet with correction staff; provides information for public records requests and media responses.

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

- Bachelor's Degree in criminal justice, public administration, business administration, behavioral sciences, correctional management, or related degree and five (5) years of experience in security, corrections, law enforcement, or military security; or any equivalent combination of training and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

### **Additional Requirements**

- Completion of Correctional Academy pursuant to OAC 1-8-18 (within one year of employment)

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.
- Ability to stand and walk for a prolonged period of time, balance, climb, bend, twist, and lift, push, and pull up to 25 lbs.
- May be expected to be trained/certified in the use of less lethal munitions within the correctional facility.

### **Technology Requirements**



## Associate Warden

- Ability to operate a variety of software including word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), jail management system, internet and spreadsheet software (Microsoft Excel).

### **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-level data analysis including the ability to evaluate, 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 grievance reports, security reports, safety reports, transfer request forms, correspondence, invoices, court entries, incident reports, use of force reviews, public records requests, jail booking/release documents, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, Ohio Administrative Code (Minimum Jail Standards for Full-Service Jails), and relevant County, State, and Federal Laws.
- Ability to prepare work orders, security requests, policy and procedure documents, incident reports, training materials, performance appraisals, investigatory files, disciplinary documents, time sheets, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to represent the County with external organizations, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret criminal justice and related legal terminology and language.
- Ability to communicate with supervisor, managers, coworkers, employees, representatives from other jails, police, hospitals, regulatory agencies, attorneys, and the general public.

**Environmental Adaptability**

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

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	C.A.D. Technician 1	<b>Class Number:</b>	18021
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	5A
<b>Dept:</b>	Fiscal Office	<b>EXHIBIT L</b>	

## Classification Function

The purpose of this classification is to digitize and create hardcopies of documents and maps needed to update, prepare, and maintain County tax maps update, prepare and maintain the tax maps to review legal descriptions, plats of surveys, maps of official records, annexations, vacations, and dedications.

## Distinguishing Characteristics

This is an entry level, technical classification that utilizes a computer aided drafting program to digitize and create hardcopies of documents and maps. This classification works under direct supervision of the Supervisor, Engineering Maps. This class requires limited exercise of judgment and performs recurring projects using standard methods and techniques and consults with a supervisor as new or unusual situations arise. This class is distinguished from the Supervisor, Engineering Maps in that the latter oversees the work of this class and requires a higher level of education and experience.

## Essential Job Functions

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

50% +/- 10%

- Updates, prepares, and maintains County tax maps; digitally captures data from various sources including C.A.D. design or drawing files, geocoded point data, field surveys, and hardcopy drawings using G.I.S software; assigns new permanent parcel numbers to newly created parcels from recorded plats using C.A.D. software; draws plats using C.A.D. software; measure's acreage using C.A.D. software to verify deed information; assists with reviews of survey plats for accuracy and compliance with Ohio Revised Code (ORC) and conveyance standards.

40% +/- 10%

- Performs plat database queries and analysis using C.A.D software; updates plat database for the Fiscal Office; review's subdivision plats, condominium plats, lot split and consolidation plats, as well as boundary survey drawings to verify compliance with conveyance standards; runs queries and expressions to update database; runs data validations and checks for errors.

30% +/- 10%

- Assists the public and other County agencies in reviewing real property legal descriptions prior to recording/foreclosure; answers questions from the public regarding legal descriptions via phone call; receives legal descriptions from the legal department via email or hard copy; reviews deeds to confirm legal descriptions and location of parcels prior to recording/foreclosure; denotes any errors or changes within the legal description to make legal team aware; approves correct legal descriptions using a verification stamp; emails verified legal description back to legal department to be swapped into deeds or reviewed.

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

- High School diploma or equivalent with two (2) years of experience with CAD or GIS systems using Coordinate Geometry (COGO) as it relates to land surveying; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software including word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), spreadsheet software (Microsoft Excel), PDF Software (NitroPro, Adobe), and C.A.D. Software (Microstation, AutoCAD).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

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

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including plats, legal descriptions, and City ordinances.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, County Conveyance Standards, departmental and county policy manuals, reference and computer manuals, aerial photos, plats, and legal documents.
- Ability to prepare tax maps and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic engineering and geographic terminology and language.
- Ability to communicate with supervisor, co-workers, other County employees, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Developer 1	<b>Class Number:</b>	16181
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12B
<b>Dept:</b>	Information Technology	<b>EXHIBIT M</b>	

## Classification Function

The purpose of the classification is to develop, maintain, and implement web and desktop applications to address Internet, Intranet, and back-office needs.

## Distinguishing Characteristics

This is a technical, entry level class in the Developer series. Employees in this class work under initial close supervision progressing to direct supervision as work experience is gained. The Developer 1 possesses a working technical knowledge of software and application development and tasks completed are typically more basic and routine in nature and follow well-defined procedures. Employees in this classification typically receive guidance and support from more experienced team members. This classification exercises less independent discretion and judgment in matters related to work procedures and methods and requires less application development knowledge than the Developer 2.

## 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%

- Works with higher-level Developers in the analysis, design, development, and deployment of new software systems, applications, or websites; assists in defining input and output system requirements and preparing graphic and narrative representations of solutions (e.g., current and/or future business process flows, grammatical schemas, database and network diagrams); assists in the design of technical specifications (e.g., application architecture/infrastructure, database model, interfaces, security, object design and data access methods) to determine best method for meeting end-user needs; writes basic code for computer software using appropriate coding languages and development technologies; documents program development and revisions according to department procedures; assists in completing unit and/or system tests to ensure application or software functionality; performs research to assist in resolving processing errors and performance issues; performs post-implementation assessments; adheres to the department's design and coding standards and industry best practices; collaborates and coordinates with network engineering, security, and database administration teams to debug and develop solutions.

25% +/- 10%

- Maintains and updates existing software systems, applications, and websites; makes low to moderately complex updates and/or modifications to existing software to increase operating efficiency, adapt to new requirements, or include new functionality; runs unit tests scripts and debugs software when unit and system tests do not produce desired results; consults with higher-level Developers and/or technical staff to troubleshoot problems with websites, databases, web services, and applications and determine and implement effective solutions; communicates software test results with end users; communicates with vendors to resolve problems or ask questions regarding third party Application Programming Interfaces (API).

## Developer 1

15% +/- 5%

- Creates, maintains, and queries databases; designs and creates new relational database structures that are logical and normalized to support department initiatives; analyzes databases to ensure optimal performance and minimize utilization of server resources; writes stored procedures (database packages and SQL queries) to access data used for reports, applications, and extractions; maintains data integrity in relational databases; troubleshoots and resolves routine database issues.

10% +/- 5%

- Keeps current on emerging web and application development technologies; seeks out, studies, and recommends new technologies for future system solutions; attends trainings and online classes, and reads blogs; performs presentations of off-site training received or seminars attended; utilizes a variety of software and programming tools/aids.

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

- Bachelor's degree in computer science/engineering or a related field; or an equivalent combination of education, training, and experience.
- Must have proficiency with at least two (2) programming languages used by the IT Department.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software and database systems including application Integrated Development Environments (Visual Studio, Visual Studio Code, Eclipse), database management software (SQL Server Management Studio, Oracle SQL Developer), database query languages (T-SQL, PL/SQL), programming languages and extensions (C#, TypeScript, .Net Core, ASP.Net MVC, ASP.Net Web Forms, JavaScript, CSS, HTML, Ruby, Vue.JS, , Java), spreadsheet software (MS Excel), version control system (Git), word processing software ( MS Word), application lifecycle management (JIRA), content management system (Sitefinity), enterprise content/document management system (OnBase).

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including program specifications, project requirements, termination program execution, source code, service desk tickets, databases and structures, entity relationship diagrams, technical documentation, and other reports and records.
- Ability to comprehend a variety of reference materials and manuals including departmental policy manual, The Employee Handbook, requirement statements, relational database chart, technical books and websites, computer manuals, and status reports.
- Ability to prepare web applications and sites, statement of work, requirement statements, flow charts and layout design, web applications and sites, databases, files, documentation, status reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer terminology and language.
- Ability to communicate with end-users, co-workers, vendors, technical staff, and department managers.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Developer 2	<b>Class Number:</b>	16182
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13B
<b>Dept:</b>	Information Technology	<b>EXHIBIT N</b>	

## Classification Function

The purpose of the classification is design, develop, and implement web and desktop applications and participate in the assessment of client needs to address Internet, Intranet, and back-office solutions.

## Distinguishing Characteristics

This is a technical, journey level class in the Developer series. Employees at this level work under general supervision and are expected to work independently, exercising judgment and initiative. The Developer 2 possesses considerable technical knowledge of software and application development and database structure. Tasks require occasional innovative problem-solving within provided guidelines. This classification differs from the Developer 1 in that this position interacts with the end clients, has responsibility for designing solutions, and receives less oversight in performance of essential duties. The Developer 2 may confer with and assist more experienced Developers in complex or large-scale assignments.

## 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%

- Participates in the analysis, design, development, and deployment of new software systems, applications, or websites; defines input and output system requirements and prepares graphic and narrative representations of solutions (including current and/or future business process flows, programmatical schemas, database and network diagrams); designs technical specifications (e.g., application architecture/infrastructure, database model, interfaces, security, object design and data access methods) to determine best method for meeting end-user needs; writes code for custom computer software using appropriate coding languages and development technologies; documents program development and revisions according to department procedures; conducts unit and/or system tests to ensure that the application or software produces the desired result and that all functionality works as specified; uses source debugger to identify and resolve routine processing errors and performance issues; performs post-implementation assessments; adheres to the department's design and coding standards and industry best practices; collaborates and coordinates with network engineering, security, and database administration teams to develop, debug, and architect solutions.

25% +/- 10%

- Maintains and updates existing software systems, applications, and websites; updates and/or modifies existing software to increase operating efficiency, adapt to new requirements, or include new functionality; runs unit tests scripts and debugs software when unit and system tests do not produce desired results; consults with technical staff to troubleshoot problems with websites, databases, web services, and applications and determine and implement effective solutions; communicates software test results with end users; communicates with vendors to resolve problems or ask questions regarding third party Application Programming Interfaces (API).

Effective Date: 09.11.2012  
Last Modified: 05.25.2021

25% +/- 10%

- Creates, maintains, and queries databases; designs and creates new relational database structures that are logical and normalized to support department initiatives; analyzes databases to ensure optimal performance and minimize utilization of server resources; writes stored procedures (database packages and SQL queries) to access data used for reports, applications, and extractions; maintains data integrity in relational databases; troubleshoots and resolves routine database issues.

10% +/- 5%

- Collaborates with end users to determine business needs and solutions; consults with end users to identify and document business needs (software/system purpose, business workflow, output needs, etc.); assists in identifying and developing alternative solutions; assists with performing cost-benefit, feasibility, and impact analysis of proposed solutions; informs user about solutions that may meet their needs; performs postproduction support of business applications; develops training materials and user-guides for end users; follows up with clients to ensure satisfaction with project.

10% +/- 5%

- Keeps current on emerging web and application development technologies; seeks out, studies, and recommends new technologies for future system solutions; performs technology and software assessment; attends trainings and online classes, and read blogs; performs presentations of off-site training received or seminars attended; utilizes a variety of software and programming tools/aids.

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

- Bachelor's degree in computer science/engineering or related field with three (3) years of experience in a data processing environment, application development and design, database development and design, computer information systems; or an equivalent combination of education, training, and experience.
- Must have proficiency of at least two (2) programming languages used by the IT Department.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software and database systems including application Integrated Development Environments (Visual Studio, Visual Studio Code, Eclipse), database management software (SQL Server Management Studio, Oracle SQL Developer), database query languages (T-SQL, PL/SQL), programming languages and extensions (C#, TypeScript, .Net Core, ASP.Net MVC, ASP.Net Web Forms, JavaScript, CSS, HTML, Ruby, Vue.JS, , Java), spreadsheet software (MS Excel), version control system (Git), word processing software (MS Word), application lifecycle management (JIRA), content management system (Sitefinity), enterprise content/document management system (OnBase).

### **Supervisory Responsibilities**

- No supervisory responsibilities required.

### **Mathematical Ability**

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

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

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including program specifications, project requirements, termination program execution, source code, service desk tickets, databases, database structures, entity relationship diagrams, technical documentation, and other reports and records.
- Ability to comprehend a variety of reference materials and manuals including departmental policy manual, The Employee Handbook, requirement statements, relational database chart, technical books and websites, computer manuals, and status reports.
- Ability to prepare web applications and sites, statement of work, requirement statements, flow charts and layout design, web applications and sites, databases, files, project documentation, status reports, source code, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer terminology and language.
- Ability to communicate with end-users, co-workers, vendors, technical staff, and department managers.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Developer 3	<b>Class Number:</b>	16183
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15B
<b>Dept:</b>	Information Technology	<b>EXHIBIT O</b>	

## Classification Function

The purpose of the classification is to design, develop, and implement web and desktop applications and lead in the assessment of client needs to address Internet, Intranet, and back-office solutions.

## Distinguishing Characteristics

This is a technical, advanced journey level classification in the Developer series. Employees at this level work under general supervision and are expected to work independently, exercising judgment and initiative. The Developer 3 possesses a thorough technical knowledge of software and application development and database structure. Tasks require regular innovative problem-solving within broadly stated guidelines. This classification is distinguished from the Developer 2 in that this classification provides technical consultation to IT Management, performs more complex analysis and development work, and contributes to the development of department standard operating procedures and best practices.

## 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%

- Leads the planning, analysis, design, development, testing, and deployment of new software systems, applications, or websites; defines input and output system requirements and prepares graphic and narrative representations of solutions (including current and/or future business process flows, grammatical schemas, database and network diagrams); designs technical specifications (e.g., application architecture/infrastructure, database model, interfaces, security, object design and data access methods) to determine best method for meeting end-user needs; writes code for custom computer software using appropriate coding languages and development technologies; documents program development and revisions according to department procedures; develops advanced test scripts and data; conducts unit and/or system tests to ensure that the application or software produces the desired result and that all functionality works as specified; uses source debugger to identify and resolve non-routine processing errors and performance issues; performs post-implementation assessments; adheres to the department's design and coding standards and industry best practices; collaborates and coordinates with network engineering, security, and database administration teams to develop, debug, and architect solutions.

15% +/- 5%

- Creates, maintains, and queries databases; designs and creates new relational database structures that are logical and normalized to support department initiatives; analyzes databases to ensure optimal performance and minimize utilization of server resources; writes stored procedures (database packages and SQL queries) to access data used for reports, applications, and extractions; maintains data integrity in relational databases; troubleshoots and resolves database issues.

Effective Date: 09.11.2012  
Last Modified: 05.25.2021

15% +/- 5%

- Collaborates with end users to determine business needs and solutions; consults with end users to identify and document business needs (software/system purpose, business workflow, output needs, etc.); identifies and develops alternative solutions; performs cost-benefit, feasibility, and impact analysis of proposed solutions; informs user about solutions that may meet their needs; performs postproduction support of business applications; writes, reviews, and coordinates development of training materials and user-guides for end users; follows up with clients to ensure satisfaction with project.

10% +/- 5%

- Maintains and updates existing software systems, applications, and websites; makes complex updates and/or modifications to existing software to increase operating efficiency, adapt to new requirements, or include new functionality; resolves problems involving server operating systems, networks, applications, websites, third-party integrations, and other programming code; runs tests and debugs software and resolves security or infrastructure issues; consults with technical staff to troubleshoot problems; communicates software test results with end users; communicates with vendors to resolve problems or ask questions regarding third party Application Programming Interfaces (API); writes code for software integration between County applications or third-party API.

10% +/- 5%

- Serves as team/technical lead on projects as assigned; assists IT management with estimating workload requirements; tracks projects via project tracking system; provides guidance to developers and application programmers in program techniques and technology; works with IT management to recommend, implement, and document best practices and standard operating procedures for software development; assists in the development of appropriate standards and criteria for programming and systems development lifecycle activities.

10% +/- 5%

- Keeps current on emerging web and application development technologies; seeks out, studies, and recommends new technologies for future system solutions; performs technology and software assessment; attends trainings and online classes, and read blogs; performs presentations of off-site training received or seminars attended; utilizes a variety of software and programming tools/aids.

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

- Bachelor's degree in computer science/engineering or related field with six (6) years of experience in a data processing environment, application development and design, database development and design, computer information systems; or an equivalent combination of education, training, and experience.
- Must have knowledge of at least two (2) programming languages used by the IT Department.

### **Additional Requirements**

- No special license or certification is required.

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

### **Physical Requirements**

## Developer 3

- 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 database systems including application Integrated Development Environments (Visual Studio, Visual Studio Code, Eclipse), database management software (SQL Server Management Studio, Oracle SQL Developer), database query languages (T-SQL, PL/SQL), programming languages and extensions (C#, TypeScript, .Net Core, ASP.Net MVC, ASP.Net Web Forms, JavaScript, CSS, HTML, Ruby, Vue.JS, , Java), spreadsheet software (MS Excel), version control system (Git), word processing software (MS Word), application lifecycle management (JIRA), content management system (Sitefinity), enterprise content/document management system (OnBase).

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

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

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

- Requires the ability to perform mid to upper-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 program specifications, project requirements, termination program execution, source code, service desk tickets, databases, database and data warehouse structure, entity relationship diagrams, technical documentation, and other reports and records.
- Ability to comprehend a variety of reference materials and manuals including departmental policy manual, The Employee Handbook, requirement statements, relational database chart, technical books and websites, computer manuals, and status reports.
- Ability to prepare web applications and sites, statement of work, requirement statements, flow charts and layout design, web applications and sites, databases, files, documentation, status reports, source code, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.

### Developer 3

- Ability to use and interpret computer terminology and language.
- Ability to communicate with end-users, co-workers, vendors, technical staff, and department managers.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Supervisor, Examiner	<b>Class Number:</b>	11073
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10A
<b>Dept:</b>	Health and Human Services	<b>EXHIBIT P</b>	

### Classification Function

The purpose of this classification is to supervise lower-level examiners in an examiner unit and oversee childcare provider licensing and payment processing.

### Distinguishing Characteristics

This is a supervisory-level classification that is responsible for the supervision of lower-level examiners as well as completing responsibilities related to overseeing home childcare provider licensing and payment processing. This classification works under general supervision of a management-level position. The employee exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner. This class requires public contact and is responsible for ensuring that clients are provided with appropriate and timely 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.**

30% +/- 10%

- Maintains documentation of cases and workload in accordance with retention and record keeping policies; documents travel expenses when staff members must drive out to provider sites; maintains paperwork for providers and centers detailing hours of operation, weekly menus, emergency protocols, and evacuation plans; assists in processing client applications to be matched with providers; assists the eProcessing Department in getting vouchers out to clients; maintains payment information, copays, provider changes, and processing changes via software system; prepares reports and documents via Ohio Childcare Licensing and Quality System (OCLQS) and the Childcare Database on an as needed basis.

20% +/- 10%

- Supervises and directs the work of Senior Examiners and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Monitors and ensures that licensing and fiscal activities of home child care providers and other licensed child care facilities and programs are in compliance with applicable laws and regulations; manages childcare fraud allegations received by the department; investigates allegations by researching the situation and involving necessary parties; works with the Investigations Department to determine the appropriate course of action; ensures payments are processed correctly and in



## Supervisor, Examiner

accordance with state laws; ensures timely processing of audit finding results related to payments and adjustments; keeps up to date on applicable rules, regulations, policies, and procedures.

15% +/- 5%

- Provides technical assistance to current and potential future childcare providers; provides information and assistance regarding licensing requirements; interviews applicants to determine readiness for licensure; ensures compliance with pertinent Ohio fiscal and childcare laws and regulations; prepares, updates, and presents training materials for potential and current childcare providers; answers questions via phone, email, or in-person.

10% +/- 5%

- Oversees technical support visits and compliance visits; assists staff in the field with technical support visits; ensures new providers have a safe environment for children and that the proper equipment is on the property; reviews hours of operation, daily activity schedules, and weekly menus; suggests recommendations to providers based on best practices; assists staff in the field with compliance visits; visits provider sites that have been marked out of compliance to ensure changes have been made; keeps up to date with relevant rules, laws, and policies to ensure best practices are implemented.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; receives and responds to requests for information from various agencies; answers questions from clients via phone, email, or in person and direct them to appropriate resource; prepares and delivers presentations regarding programs to staff and community groups.

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

- Bachelor's degree in business administration, public administration, sociology, accounting, or related field with three (3) years of professional childcare, public administration, or auditing experience; or any equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

### **Additional Requirements**

- No special licensure or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), web conferencing software (Microsoft Teams), and various state systems used to track childcare and provider related information (OCLQS, KinderConnect, etc.).

Supervisor, Examiner

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine 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 establish criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including referrals, evacuation plans, homeowner's insurance, auto insurance, pet licenses, pet shot records, weekly menus, daily activity schedules, medical, dental and general emergency plans, payment processing records, client records, data management system reports, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Ohio Administrative Code, ODJFS Field Guide, ODJFS Child Care Manual, Type B Child Care Rules, and the Employee Handbook.
- Ability to prepare Child Care Licensing Information Forms (CCLIF), monthly adjustment reports, licensing support interview checklist, travel logs, childcare home assessments, training materials, provider checklist reports, monthly reports, performance appraisals, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret accounting and child-care licensing related legal terminology and language.
- Ability to communicate effectively with supervisor, co-workers, employees, customers, representatives from outside agencies and organizations, state and federal personnel, day care providers, other County employees, and the general public.

Supervisor, Examiner

**Environmental Adaptability**

- Work is typically performed in an office environment and occasional site visits.
- Work may involve exposure to strong odors, smoke, dust, noise extremes, and animals.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Supervisor, Support Specialist	<b>Class Number:</b>	13001
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	8A
<b>Dept:</b>	Job and Family Services	<b>EXHIBIT Q</b>	

## Classification Function

The purpose of this classification is to supervise employees responsible for the electronic processing of data and information.

## Distinguishing Characteristics

This is a supervisory level classification that is responsible for supervising Information Processors I and II and Support Specialists I and II and overseeing electronic data and information processing activities. Incumbents work under general direction of an Administrator, Social Program in the form of broad goals and objectives. The employee exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely, accurate, 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%
- Oversees and performs electronic data entry, database information maintenance, and document processing functions for the assigned unit; monitors requests that come to the unit to assign work to employees; establishes new records in databases; contacts the sender of the request to inform them if the work request has errors; logs the work that comes into the unit in a spreadsheet to track employee assignments; provides expertise and insight to subordinates by answering questions and giving next-step instruction in unusual situations; processes documentation through case management systems, trackers, logs, and forms; reviews data and documentation for accuracy and completeness; checks that case documentation is distributed to the appropriate destination; shares and re-routes case documentation for internal/external department review; logs work in a spreadsheet when it leaves the unit to other divisions or departments; ensures errors are corrected if previously completed work is returned due to errors; logs work returns due to errors in the spreadsheet; reviews and processes case management information in program software and databases; ensures appropriate recording, tracking, and filing of documentation according to policies and regulations; creates and updates required reports based on data; monitors and completes all information processing activities for cases in the confidential caseload.

- 40% +/- 10%
- Supervises a unit of employees responsible for the electronic processing of data and information; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

5% +/- 2%

## Supervisor, Support Specialist

- Monitors and evaluates unit operations, policies, and procedures; ensures daily operations, case management, and data processing are in compliance with County, state, and federal regulations for child support applications; ensures work is completed by the required deadlines; documents performance and outcomes for reports; stays up to date on federal and state rules, regulations, laws, and requirements concerning child support to assess impact on local policy and procedures; reviews, analyzes, and recommends policies and procedures; assists management with policy and procedure development, program planning, and implementation; interacts with management staff to coordinate work flows, develop policies, and clarify issues.

15% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, conferences, and meetings; develops training materials for partner agencies and external customers; presents at various community events; receives and responds to requests for information from various agencies, court personnel, upper management, and the general public; provides information on case management documentation; attends child support hearings as required to provide information and testimony.

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

- Associate Degree with five (5) years of information processing experience; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.
- Ability to perform information processing functions with high degree of accuracy.

#### **Technology Requirements**

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

#### **Supervisory Responsibilities**

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

### **Mathematical Ability**

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

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

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including data reports, basic court documents, billing reports, overtime logs, time sheets, interface reports, information system reports, performance evaluations, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Ohio Administrative Code, the Employee Handbook, agency policies and procedures, federal, state, and County codes and regulations for child support, and union contracts.
- Ability to prepare monthly reports, logs, time sheets, supply requisitions, case tracking reports, court related documents, training materials, performance evaluations, 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 communicate with managers, clients, subordinates, Court personnel, union representatives, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Data Control Technician	<b>Class Number:</b>	16001
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	4
<b>Dept:</b>	Health and Human Services	<b>EXHIBIT R</b>	

### Classification Function

The purpose of this classification is to process, verify, document, and distribute data in state and county computer systems.

### Distinguishing Characteristics

This is an entry-level classification that works under the general supervision of the Data Processing Supervisor and is responsible for processing, verifying, documenting and distributing data in state and county computer systems. 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

### 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.**

- 80% +/- 10%
- Updates data in county and state computer systems; keeps track of current caseworkers; verifies utility payments, county warrants, sanctions, cash assistance, and Prevention, Retention, and Contingency (PRC) requests; processes and documents PRC payments, utility payments, relief orders, county warrants, school attendance, in state and county computer systems; prints new, overdue and received PRC applications; updates provider Gateway data; retrieves food stamp documents and creates report; updates information to align invoice numbers for Relief Orders in county system.
- 15% +/- 10%
- Distributes and documents county reports; distributes various county reports to administrators, case managers, supervisors, employees, center managers, team coordinators, and payment processing department as appropriate.
- 5% +/- 2%
- Performs related administrative duties; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; imprints County Auditor and JFS Director's signatures on Relief Orders/Emergency Vouchers; keeps record of relief orders received and distributed.

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

High school diploma or equivalent and one (1) year of computer operations or data processing experience; or any equivalent combination of training and experience.

### Additional Requirements for all levels

No special license or certification is required.

Effective Date: 1993  
Last Modified: 05.24.2017

## **Data Control Technician**

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to crouch, bend, twist, lift up to 50lbs., and push or pull up to 100lbs.

#### **Mathematical Ability**

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

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

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including relevant County and State computer reports, daily warrants, relief orders and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual.
- Ability to prepare relief order log, spreadsheet of reports received/distributed, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to maintain confidentiality of restricted information, to explain procedures, and to follow instructions.
- Ability to communicate effectively with immediate supervisors, coworkers, other County personnel 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

<b>Class Title:</b>	Employment Contract Negotiator/Evaluator	<b>Class Number:</b>	19001
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	8
<b>Dept:</b>	Health and Human Services	<b>EXHIBIT S</b>	

**Classification Function**

The purpose of this classification is to provide fiscal control and contract management of federal and state monies disseminated to secure employment and training services.

**Distinguishing Characteristics**

This is a journey level classification that works under the general supervision of the Work First Services Manager and is responsible for providing fiscal control and contract management of federal and state monies disseminated to secure employment and training 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.

**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%
- Provides fiscal control and contract management of federal and state monies disseminated to secure employment and training services; prepares contracts, amendments and statements of work; reviews source documents for invoice processing; coordinates invoice verification process; develops and maintains contract reporting controls; reviews profit and non-profit company budgets; monitors reimbursement of fund expenditures; develops and issues corrective actions; ensures operation within federal and state regulations.
  
- 35% +/- 10%
- Evaluates, negotiates and prepares contracts with new and existing service providers; reviews and evaluates proposals obtained through RFP process; reviews organizations' budgets including the assistance in development of monitoring activities, program budgets, fund sourcing and program management; monitors reimbursement of fund expenditures; writes and issues corrective actions; reviews year-end and participant close-out reports; obtains and reviews contract statistical performance data; reviews monitoring reports and audits; compares invoices to contract provisions; conducts cost/price analysis.
  
- 10% +/- 5%
- Creates and collects documentation to submit transactions within County electronic management system for procurement; updates and adheres to changes made to the procurement process.
  
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; compiles and maintains records of all back-up data; attends meetings and conferences regarding contract issues.

## **Employment Contract Negotiator/Evaluator**

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

Bachelor's degree in business, finance, accounting or related degree with three (3) years of accounting, finance, or related 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 automated office machines including computer and copier.

#### **Mathematical Ability**

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

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

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including financial statements, vendor documents, Financial Accounting and Management Information System (FAMIS) reports, Provider proposals, invoices, budgets, correspondence, reports and records.
- Ability to comprehend a variety of reference books and manuals including government auditing standards, FAMIS system manuals, and Personnel Policies and Procedures Manual.
- Ability to prepare contract evaluations, invoice tracking reports, budget spreadsheets, projected expense reports, utilization reports, funds transfer letters, contracts, correspondence and other job related documents in accepted format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting and basic legal terminology and language.
- Ability to communicate with supervisors, coworkers, Providers, Law Department, Office of Procurement and other County employees.

## **Employment Contract Negotiator/Evaluator**

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0377

Sponsored by: <b>Councilmember Baker on behalf of Cuyahoga County Personnel Review Commission</b>	<b>A Resolution</b> adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan and declaring the necessity that this Resolution become immediately effective.
---------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**WHEREAS**, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and

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

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

**WHEREAS**, on September 7, 2022, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through J) and recommended to County Council the formal adoption and implementation of the attached changes; and

**WHEREAS**, in accordance with Section 9.03 of the Charter of Cuyahoga County, it is the intent of the County that, upon approval of this Resolution by County Council, all classifications within the County Sheriff's office shall forever remain within the jurisdiction of the Personnel Review Commission; 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: *Human Resources Business Partner*  
Class Number: 14112  
Pay Grade: 11A/Exempt (No change)  
\* Request to add the Sheriff's Department to several positions that were previously Human Resources Department positions only.
- Exhibit B: Class Title: *Human Resources Generalist*  
Class Number: 14111  
Pay Grade: 9A/Exempt (No change)  
\* Request to add the Sheriff's Department to several positions that were previously Human Resources Department positions only.
- Exhibit C: Class Title: *Human Resources Associate*  
Class Number: 14101  
Pay Grade: 5A/Non-Exempt (No change)  
\* Request to add the Sheriff's Department to several positions that were previously Human Resources Department positions only.
- Exhibit D: Class Title: *Senior HR Associate*  
Class Number: 14102  
Pay Grade: 6A/Non-Exempt (No change)  
\* Request to add the Sheriff's Department to several positions that were previously Human Resources Department positions only.
- Exhibit E: Class Title: *Talent Acquisition & Employment Specialist*  
Class Number: 14141  
Pay Grade: 10A/Exempt (No change)  
\* Request to add the Sheriff's Department to several positions that were previously Human Resources Department positions only.
- Exhibit F: Class Title: *Employee & Labor Relations Specialist 1*  
Class Number: 14061  
Pay Grade: 13A/Exempt (No change)  
\* Request to add the Sheriff's Department to several positions that were previously Human Resources Department positions only.
- Exhibit G: Class Title: *Employee & Labor Relations Specialist 2*  
Class Number: 14062  
Pay Grade: 14A/Exempt (No change)  
\* Request to add the Sheriff's Department to several positions that were previously Human Resources Department positions only.

Exhibit H: Class Title: *Compliance Coordinator*  
Class Number: 14211  
Pay Grade: 12A/Exempt (No change)  
\* Request to add the Sheriff's Department to several positions that were previously Human Resources Department positions only.

Exhibit I: Class Title: *Payroll Officer*  
Class Number: 14181  
Pay Grade: 6A/Non-Exempt (No change)  
\* Request to add the Sheriff's Department to several positions that were previously Human Resources Department positions only.

Exhibit J: Class Title: *Time & Attendance Administrator*  
Class Number: 14021  
Pay Grade: 11A/Exempt (No change)  
\* Request to add the Sheriff's Department to several positions that were previously Human Resources Department positions only.

In accordance with Section 9.03 of the Charter of Cuyahoga County, all classifications within the County Sheriff's office shall be within the sole jurisdiction of the Personnel Review Commission.

**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 forgoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President                      Date \_\_\_\_\_

\_\_\_\_\_  
County Executive                                      Date \_\_\_\_\_

\_\_\_\_\_  
Clerk of Council                                      Date \_\_\_\_\_

First Reading/Referred to Committee: October 25, 2022  
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

Posted: 8/25/2022 Meeting: 9/7/22

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
<b><u>REVISED</u></b>					
Human Resources Business Partner	14112	11A Exempt	11A Exempt (No Change)	Human Resources	Request to add the Sheriff's Department to several positions that were previously Human Resources Department positions only.
Human Resources Generalist	14111	9A Exempt	9A Exempt (No Change)		
Human Resources Associate	14101	5A Non-Exempt	5A Non-Exempt (No Change)		
Senior HR Associate	14102	6A Non-Exempt	6A Non-Exempt (No Change)		
Talent Acquisition and Employment Specialist	14141	10A Exempt	10A Exempt (No Change)		
Employee and Labor Relations Specialist 1	14061	13A Exempt	13A Exempt (No Change)		
Employee and Labor Relations Specialist 2	14062	14A Exempt	14A Exempt (No Change)		
Compliance Coordinator	14211	12A Exempt	12A Exempt (No Change)		
Payroll Officer	14181	6A Non-Exempt	6A Non-Exempt (No Change)		
Time and Attendance Administrator	14021	11A Exempt	11A Exempt (No Change)		



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Human Resources Business Partner	<b>Class Number:</b>	14112
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Human Resources and Sheriff's Department	<b>EXHIBIT A</b>	

## Classification Function

The purpose of this classification is to provide Human Resources consultation to County agencies in achieving agency goals, and ensuring the proper application of civil service laws, rules, collective bargaining agreements, and related policies and procedures.

## Distinguishing Characteristics

This is an advanced journey level classification with responsibility for collaborating with Human Resources Managers and agencies to plan, engage, and strategize Human Resources outcomes. The employee works within a framework of established regulations, policies, procedures, and collective bargaining unit agreements (CBA). The incumbent is expected to rely on experience to independently exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner. This classification differs from the Human Resources Generalist in that this classification has more complex work, requires more work experience, and serves as a lead worker.

## 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%
- Works collaboratively with the Manager, Human Resources to plan, engage, and strategize Human Resource outcomes for their assigned agency; works along-side Manager, Human Resources to plan Human Resources activities for agencies, departments, and individual stakeholders; leads projects, committees, teams, initiatives, and other various aspects of Human Resources service delivery.
  
- 30% +/- 10%
- Partners with agency management to recommend and develop programs and procedures that improve the effectiveness and efficiency of agency operations; analyzes the effects of new laws or administrative regulations on Human Resource programs; works with the Manager, Human Resources and the Human Resources Leadership Team to develop and implement strategies and practices in alignment with assigned agency objectives and goals; identifies and resolves Human Resource issues and concerns.; serves as a liaison between employees, management, and training; Supports Human Resource services for assigned County agency in the area of employment and benefits; ensures compliance with and provides interpretation of Equal Employment Opportunity (EEO) guidelines relating to personnel processes; communicates with staff about employment benefit programs; participates in new employee orientation program.

## Human Resources Business Partner

10% +/- 5%

- Assists with employee corrective action process and administration of CBAs under the guidance of the Labor Relations unit; gathers statements; investigates complaints; conducts pre-disciplinary hearings regarding performance and leave issues.

10% +/- 5%

- Serves as a lead worker; reviews and coordinates the work of Human Resources employees assigned to the agency; partners with Manager, Human Resources in training Human Resources employees assigned to the agency; sits in on employment interviews; acts as Manager, Human Resources when the Manager, Human Resources is out of office.

10% +/- 5%

- Performs supporting administrative duties; represents the assigned agency for all Human Resources related activities and meetings; reviews and approves Family and Medical Leave Act (FMLA) requests; updates organizational charts; researches, analyzes, and presents data; writes reports; gives presentations to management; troubleshoots data and reports; provides reports requested by department directors or managers.

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

- Bachelor's degree in Human Resources management, labor relations, business management, or a related field of study with five (5) years of Human Resources experience; or any equivalent combination of training, education, and experience.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

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

#### **Supervisory Responsibilities**

- Ability to assign, review, and plan the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of the principles of 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 CBAs, personnel files, FMLA requests, medical documentation, seniority reports, discipline documents, time adjustment forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Employment Laws, Ohio Revised Code, and Benefits Manual.
- Ability to prepare project management plans, Performance Improvement Plans (PIPs), policies, procedures, templates, organization charts, reports, memos, request for leave of absence notifications, FMLA designations, 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 Human Resources terminology and language.
- Ability to communicate effectively with HR employees, department leadership, department employees, executive staff, unions, and fiscal employees.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Human Resources Generalist	<b>Class Number:</b>	14111
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9A
<b>Dept:</b>	Human Resources and Sheriff's Department	<b>EXHIBIT B</b>	

## Classification Function

The purpose of this classification is to provide comprehensive personnel services for County departments in various areas in Human Resources.

## Distinguishing Characteristics

This is a journey level classification with responsibility for providing Human Resource (HR) services to employees and HR department and completing research and analysis regarding work issues, development plans, operational strategies, compensation issues, and HR policies and procedures. This class works under regular guidance within a framework of established regulations, policies, and procedures. The employee is expected to independently exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner.

## Essential Job Functions

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

- 30% +/- 10%
- Performs human resource services for assigned County agency/agencies and serves as a liaison to managers and employees; provides strategic analysis, advice, and counsel to managers and employees regarding work issues, development plans, operational strategies, human resource policies and procedures, rights, benefits, and opportunities for career advancement; responds to HR concerns, requests, and complaints; addresses and makes determinations on Family Medical Leave Act (FMLA) requests and other employee actions; determines how issues should be filed, addressed, and if and when issue elevation is necessary; follows up on HR inquiries to ensure they have been fully addressed.
  
- 10% +/- 5%
- Gathers and analyzes HR related data and information to prepare reports analyzing HR trends; utilizes data to develop potential solutions to increase the effectiveness and efficiency of HR service processing; provides reports and recommendations to department management.
  
- 10% +/- 5%
- Strategizes with various HR teams to plan processes and solutions to various personnel matters; assists with identification and analysis of human resource needs; participates in planning methods, systems, and processes to best meet human resource needs; acts as liaison between centralized HR and assigned departments.
  
- 10% +/- 5%
- Develops job descriptions for unclassified positions; meets with Subject Matter Experts (SMEs) to collect job analysis information; makes edits to existing job descriptions to reflect changes to job duties as needed; compiles salary survey data for County positions; compiles data for various compensation needs; collaborates with other HR staff regarding compensation related issues.

## Human Resources Generalist

10% +/- 5%

- Participates in planning and implementation of HR programs and projects; assists with reviews of programs and procedures to evaluate and improve the effectiveness, efficiency, and utility of operations; assists with rollout and implementation of HR programs.

10% +/- 5%

- Works collaboratively with Employee Relations to confer and strategize outcomes related to the employee discipline process; gathers statements; investigates complaints; conducts pre-disciplinary hearings as assigned; suggests corrective actions to solve problem areas.

10% +/- 5%

- Coordinates and reviews the work of lower level human resource associates; acts as a resource for work, data issues, and other HR actions; provides guidance and development.

5% +/- 2%

- Utilizes Enterprise Resource Planning (ERP) system to update employee pay rates and compensation structure information including, but not limited to, salary ranges, job and position information, and manager structure; produces ongoing reporting from ERP system of various compensation trend analysis and provides to management; produces various standard and ad hoc reports.

5% +/- 2%

- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings, conferences, and meetings; represents the HR department and assigned agencies at various related activities and meetings; initiates FMLA requests; updates organizational charts; develops standard and ad hoc reports, templates, dashboards, scorecards, and metrics.

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

- Bachelor's degree in Human Resources, Business Administration, or related field and three (3) years of human resources experience; or any equivalent combination of training, education, and experience.
- Valid Ohio driver license and proof of automobile insurance.

### **Additional Requirements for all levels**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **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 organizational charts, project management plans, personnel action forms, classification specifications, position descriptions, grievances, disciplinary reports, personnel files, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code, Benefits Manual, Collective Bargaining Agreements, and State and Federal Human Resource Laws and Regulations.
- Ability to prepare personnel action reports, organizational charts, various human resource 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, to follow instructions.
- Ability to use and interpret human resources and relevant legal terminology and language.
- Ability to communicate effectively with County employees, outside agencies, and general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Human Resources Associate	<b>Class Number:</b>	14101
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	5A
<b>Dept:</b>	Human Resources and Sheriff's Department <b>EXHIBIT C</b>		

## Classification Function

The purpose of this classification is to provide administrative support for day-to-day operations of the County's Human Resources Department.

## Distinguishing Characteristics

This is an entry level classification with responsibility for providing administrative support for day-to-day operations of the County's Human Resources Department including talent acquisition, training and development, compensation, labor relations, employee services, payroll, and data entry and maintenance. This classification works under close supervision and within a framework of policies, procedures, and regulations.

## Essential Job Functions

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

- 25% +/- 10%
- Completes simple tasks to assist with coordinating the administration of various HR processes including but not limited to: talent acquisition, benefits administration, training activities, payroll processing, employee relations cases, and tracking participation in HR events.
- 15% +/- 5%
- Provides basic support with HRIS functions; enters and maintains data entered into HRIS including personnel files, organizational charts, job descriptions, benefits changes and updates, basic payroll updates, and other HR & personnel information; analyzes and troubleshoots basic data related issues in the HRIS; tests system changes and upgrades by inputting new data and reviewing outputs against test scripts; assists with developing test scripts; generates data reports using HRIS.
- 15% +/- 5%
- Gathers, tracks, and inputs information related to various HR actions; assists with gathering information from claimants; files and processes completed forms; monitors actions, HR filings, and audits through completion; responds to basic HR requests, questions, and data issues; responds to records requests; provides basic interpretation of HR policies, procedures, programs, and regulations.
- 15% +/- 5%
- Assists with various HR investigations and interactions regarding County employee procedures including but not limited to grievances, arbitration, and position audits; reviews relevant written documentation; makes requests for clarification and additional information; provides support to senior HR employees with evaluation of evidence and information and drafting written responses.
- 15% +/- 5%
- Generates HR data reports to assists with the evaluation of various HR programs and achievement of HR strategic goals.

15% +/- 5%

- Performs related administrative responsibilities; assists with producing basic reports, records, memos, routine forms, and data reports; represents the department at various administrative staff meetings; provides support with planning and coordinating various HR events and presentations; assists with development of presentation materials for events and presentations; provides front desk support as necessary.

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

- Associates degree in business administration, human resources, or related field with one (1) year of administrative or general business 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 automated office machines including computer and copier.

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **Mathematical Ability**

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

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

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including worker's compensation claims, payroll reports, applications, ADA requests, grievance forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, and Employment Laws.
- Ability to prepare basic HRIS reports, worker's compensation claims reports, attendance sheets, memos, PowerPoint Presentations, personnel 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, to follow instructions.
- Ability to use and interpret human resources terminology and language.



## Human Resources Associate

- Ability to communicate effectively with HR employees, department management, external candidates, union representatives, and other County employees.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Human Resources Associate	<b>Class Number:</b>	14102
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6A
<b>Dept:</b>	Human Resources and Sheriff's Department	<b>EXHIBIT D</b>	

## Classification Function

The purpose of this classification is to provide administrative support for day-to-day operations of the County's Human Resources Department and perform more complex HR related tasks such as the initial review and research of information, producing basic reports and memos, and reviewing the work of lower level HR Associates.

## Distinguishing Characteristics

This is a journey level classification with responsibility for providing administrative support for day-to-day operations of the County's Human Resources Department including talent acquisition, training and development, compensation, labor relations, employee services, and data entry and maintenance. This classification works under supervision and within a framework of policies, procedures, and regulations. The Senior HR Associate is distinguished from the HR Associate in that it works with a greater degree of independence on simple to moderately complex HR tasks and is expected to use a greater level of 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.**

- 20% +/- 10%
- Completes simple to more complex tasks to assist with coordinating the administration of various HR processes including but not limited to: talent acquisition, benefits administration, training activities, payroll processing, employee relations cases, and tracking participation in HR events.
  
- 20% +/- 10%
- Gathers, tracks, and performs initial evaluation of information related to various HR actions; gathers information from claimants; researches information required to complete forms, paperwork, and filings; files and processes completed forms; monitors claims, HR filings, and audits through completion; responds to basic through moderately complex HR requests, questions, and data issues; responds to records requests; provides interpretation of HR policies, procedures, programs, and regulations.
  
- 15% +/- 5%
- Assists with various HR investigations and interactions regarding County employee procedures including but not limited to grievances, arbitration, and position audits; analyzes relevant written documentation; makes requests for clarification and additional information; occasionally participates as a hearing officer in simple investigative cases; write summary recommendations based on evaluation of evidence; provides support to senior HR employees with evaluation of evidence and information and drafting written responses.

15% +/- 5%

- Generates HR data reports to assist with the evaluation of various HR programs and achievement of HR strategic goals; develops, updates, and provides basic interpretation of various spreadsheets to support the day-to-day work of more senior HR professionals; analyzes and identifies potential barriers or trends that are inhibiting various HR processes; brings issues and potential solutions to the attention of senior staff.

10% +/- 5%

- Provides basic support with HRIS functions; enters and maintains data entered into HRIS including personnel files, organizational charts, job descriptions, benefits changes and updates, basic payroll updates, and other HR & personnel information; analyzes and troubleshoots basic data related issues in the HRIS; tests system changes and upgrades by inputting new data and reviewing outputs against test scripts; assists with developing test scripts; generates data reports using HRIS.

10% +/- 5%

- Provides informal review of work and basic training to HR Associates; initially reviews work; identifies and recommends improvements; provides training on various County policies and regulations and HR processes; reviews adherence to department's procedures.

10% +/- 5%

- Performs related administrative responsibilities; assists with producing basic reports, records, memos, routine forms, and data reports; represents the department at various administrative staff meetings; provides support with planning and coordinating various HR events and presentations; assists with development of presentation materials for events and presentations; creates and facilitates simple presentations and meetings; provides front desk support as necessary.

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

- Associates degree in business administration, human resources, or related field with three (3) years of administrative or general business experience including two (2) years in Human Resources; or any equivalent combination of training and experience.

### **Additional Requirements for all levels**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

- No supervisory responsibilities.

#### **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 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 worker's compensation claims, payroll reports, applications, ADA requests, grievance forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, and Employment Laws.
- Ability to prepare basic HRIS reports, worker's compensation claims reports, attendance sheets, memos, PowerPoint Presentations, personnel reports, correspondence, spreadsheets, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources terminology and language.
- Ability to communicate effectively with HR employees, department management, external candidates, union representatives, 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

<b>Class Title:</b>	Talent Acquisition & Employment Specialist	<b>Class Number:</b>	14141
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10A
<b>Dept:</b>	Human Resources and Sheriff's Department	<b>EXHIBIT E</b>	

### Classification Function

The purpose of this classification is to identify, develop, and implement talent acquisition and employment projects and programs to meet the County's current and future staffing needs.

### Distinguishing Characteristics

This is a journey level classification with responsibility for developing and managing talent acquisition projects and assisting with talent acquisition programs under general supervision from the Manager, Talent Acquisition & Employment. The employee in this class is expected to use judgment and ensure that work activities are performed in a timely manner and according to policies, procedures, and related regulations. The incumbents exercise discretion in applying procedures to resolve issues.

### 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%

- Develops and coordinates talent acquisition projects in conjunction with the appointing authority for unclassified positions and classified positions post Personnel Review Commission certification lists; coordinates with hiring managers and other subject matter experts to develop an understanding of job requirements; utilizes class plan to choose appropriate classification to fill a vacant/new position; works with hiring managers to identify departmental skill gaps and identify and/or create entry employment opportunities to meet needs; assists in identifying and/or creating mechanisms to retain employees; coordinates and facilitates applicant screening processes for bargaining and unclassified positions; ensures that candidates meet the minimum qualifications by screening applications; forwards suitable candidates to hiring manager and makes recommendations if applicable; communicates with candidates regarding test notices, rejection notices, invitations to interview, offer letters; tracks vacancies to determine status and ensure timelines are met; tracks and monitors the filling of positions based on the talent acquisition goals; prepares hiring reports, hiring recommendation reports, days-to-hire reports, and other reports as needed; prepares new-hire and termination paperwork; responds to inquiries from stakeholders.

35% +/- 10%

- Supports organization-wide hiring needs in alignment with the County's mission and vision, strategic plan, and Diversity and Inclusion initiatives; plans for future hiring needs by building applicant sources; identifies and solicits possible internship, cooperative education, or other training programs by researching and contacting local schools, professional groups, etc. to assist in early talent identification; develops and coordinates talent acquisition outreach projects and programs, such as job fairs, veteran contacts, and vocational programs; networks with professionals in both public and private sector to enhance talent acquisition opportunities/resources (e.g. educational institutions, employment agencies, professional groups, unemployment agencies, welfare co-work, community leaders, etc.); assists in developing online and offline outreach strategies to engage prospective candidates and representatives from community-based organizations.

15% +/- 5%

- Assists in the development, planning, implementation, and evaluation of existing and new talent acquisition programs; assembles functional work teams to initiate, coordinate and lead programs and to continually evaluate program effectiveness; develops mechanisms to capture and report talent acquisition program metrics to continually evaluate program effectiveness; assists in developing survey tools and analyzing related data to understand new employee experiences; keeps updated on new talent acquisition processes for professional development purposes; maintains accurate employment data for talent acquisition purposes; collects and interprets data and makes recommendations based on hiring patterns, terminations, turnover data, skill set availability, and local, state, and federal unemployment rate.

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

- Bachelor's degree in human resources, labor and employee relations, business management, or a related field with three (3) years of experience in project management including communication and implementation related to talent acquisition, compensation, benefits, training, employee and labor relations, performance management, or organizational development; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), presentation software (Microsoft PowerPoint), word processing software (Microsoft Word), and human resource information system software.

#### **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 vacancy reports, time to fill reports, closure orientation, background check information, new hire paperwork, resumes/applications, classification specifications, job descriptions, temporary work level assignments documents, assessment scores, personnel request forms, PRC guidelines to minimums and timelines, and other reports and records.

## Talent Acquisition & Employment Specialist

- Ability to comprehend a variety of books and manuals including the Employee Handbook, fair adverse action process, Ohio Revised Code, Personnel Policies and Procedures Manual, Union Collective Bargaining Agreements, current HR policies, laws, regulations.
- Ability to prepare charts, graphs, hiring request forms, hiring recommendations, vacancy reports, recruitment plans, written updates to agency directors and hiring managers, correspondence and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to represent the County in various environments, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret human resource terminology and language.
- Ability to communicate with supervisor, co-workers, management from other departments, other county employees, outside agencies, job candidates, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Employee and Labor Relations Specialist 1	<b>Class Number:</b>	14061
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13A
<b>Department:</b>	Human Resources and Sheriff's Department	<b>EXHIBIT F</b>	

### Classification Function

The purpose of this classification is to assist with the employee grievance procedure and to train, investigate, and represent the County in matters pertaining to employment and labor.

### Distinguishing Characteristics

This is a journey level classification with responsibility for administering employment and labor relations programs under a framework of well-defined policies, procedures, regulations, and guidelines. The incumbents exercise discretion in applying procedures to resolve issues. The employees in this class work under general supervision, progressing to more independence as experience is acquired. This class is distinguished from the Employee and Labor Relations Specialist 2 in that the latter has more extensive experience, manages more complex projects, and performs work with more independence.

### 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%
- Participates in the employee discipline process; presides as a hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conferences by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted.
- 35% +/- 10%
- Represents the County in other matters pertaining to labor and employment; serves as Human Resources support to the management team in the negotiation of collective bargaining successor agreements; attends meetings with union and management representatives; hears grievances at the pre-arbitration step; assists the County attorneys in the preparation of defense of employment cases; may serve as the Human Resources representative at the Personnel Review Committee in the matter of appeals by non-bargaining unit employees from orders of removal and suspension.
- 10% +/- 5%
- Performs Title VII, general complaint, and/or special investigations; investigates the relationship existing between employer and employee regarding unsafe or unfair working conditions; conducts investigations in response to complaints filed by employees; facilitates the Americans with Americans Act (ADA) interactive process; issues written findings of investigations.
- 5% +/- 2%
- Performs supporting administrative duties; serves as liaison between the Human Resource Department and the County Prosecutor's Office; processes personnel actions; prepares personnel requisitions.



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

- Bachelor's degree in human resources, labor relations, or related field with five (5) years of labor relations or human resources experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

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

#### **Supervisory Requirements**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

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

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize, and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including employee seniority lists, employee complaint forms, ADA request forms, labor relations forms, attendance reports, absent without leave summaries, grievances, transcripts of depositions, witness statements, incident reports, time sheets, collective bargaining agreements, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, Fair Labor Standards Act, and the Ohio Revised Code.
- Ability to prepare correspondence, memos, grievance responses, Pre-Disciplinary Conferences reports, investigation reports, ADA letters, disciplinary reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

## Employee and Labor Relations Specialist 1

- Ability to engage in formal bargaining process, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret labor law and human resources terminology and language.
- Ability to communicate effectively with other human resource staff, supervisors, directors, the Law Department, union representatives, managers, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Employee and Labor Relations Specialist 2	<b>Class Number:</b>	14062
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14A
<b>Department:</b>	Human Resources and Sheriff's Department	<b>EXHIBIT G</b>	

### Classification Function

The purpose of this classification is to assist in coordinating and representing the County in the administration of employment and labor relations programs and participate in employee grievance procedures.

### Distinguishing Characteristics

This is an advanced-journey level classification with responsibility for administering employment and labor relations programs under a framework of policies, procedures, regulations, and guidelines. The incumbents exercise discretion in applying procedures to resolve issues. This class is distinguished from the lower level classification in that the latter has less experience and works under more direct supervision.

### Essential Job Functions

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

- 30% +/- 10%
- Assists in the centralization and creation of employment and labor relations programs; establishes program goals for unemployment compensation cost containment, coordinates review of family medical leave act; coordinates various departmental activity, status, and compliance reports; coordinates processing of interdepartmental charges; coordinates interaction with Ohio Bureau of Employment Services (OBES) and Ohio Workers Compensation Commission.
- 25% +/- 10%
- Participates in the employee discipline process; presides as hearing officer in pre-disciplinary conferences for employees alleged to have violated work rules or other County policies; conducts pre-disciplinary conference by presenting a comprehensive series of questions to accused employee; interviews witnesses; reviews written documentation and personnel files; evaluates evidence and prepares a written recommendation concerning the appropriate level of discipline; suggests improvements in operations as warranted.
- 20% +/- 10%
- Represents the County in other matters pertaining to labor and employment; appears for the County and advocates on its behalf at the OBES in the matter of appeals from decisions regarding unemployment compensation claims, and at arbitration of employment disputes pursuant to collective bargaining agreements particularly those involving removal or complex issues and at State Employee Relations Board; may serve as lead Human Resources support of the management team in the negotiation of collective bargaining agreements particularly for those affecting larger bargaining units and for initial labor agreements; attends meetings with union and management representatives; assists the County attorneys in the preparation of defense of employment cases; may serve as the Human Resources representative at the Personnel Review Committee in the matter of appeals by non-bargaining unit employees from orders of removal and suspension; provides analysis, advice and counsel regarding other work issues, development plans and human resources policies and procedures.

10% +/- 5%

- May perform special investigations; investigates relationship existing between employer and employee regarding unsafe or unfair working conditions, falsification of County records, abuse of authority, etc.; conducts investigations in response to complaints filed by employees; issues written findings of investigations; may conduct employment-related training on various issues (i.e. OSHA).

10% +/- 5%

- May provide supervision of assigned staff; prioritizes, assigns, reviews, and coordinates work; consults with staff to review work requirements, status, and problems; assists staff with complex or problem situations; conducts staff meetings; promotes teamwork; prepares employee performance evaluations as scheduled or required; interviews and recommends new hires; manages the development team by ensuring that project tasks are in line with each employee's skill level; identifies opportunities for improvement and makes constructive suggestions.

5% +/-2%

- Performs administrative duties; serves as liaison between the Human Resource Department and the County Prosecutor's Office; processes personnel actions; prepares personnel requisitions; coordinates training.

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

- Bachelor's degree in human resources, labor relations or related field with six (6) years of labor relations or human resources experience; or any equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

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

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

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

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including labor relations forms, absent without leave summaries, grievances, transcripts of depositions, union contracts, budgets, witness statements, incident reports, log books, time sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, Family Medical Leave Act, Fair Labor Standards Act, American with Disabilities Act, and the Ohio Revised Code.
- Ability to prepare correspondence, memos, grievance responses, edited collective bargaining agreements, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to engage in formal bargaining process, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret labor law terminology and human resources language.
- Ability to communicate effectively with other human resource staff, supervisors, directors, attorneys, County Prosecutor, judges, union representatives, managers, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Compliance Coordinator	<b>Class Number:</b>	14211
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12A
<b>Dept:</b>	Human Resources and Sheriff's Department	<b>EXHIBIT H</b>	

## Classification Function

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

## Distinguishing Characteristics

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

## Essential Job Functions

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

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

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

## Compliance Coordinator

20% +/- 10%

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

20% +/- 10%

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

5% +/- 2%

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

5% +/- 2%

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

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

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

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

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

Effective Date: 5.26.2020  
Last Modified: 5.26.2020

## **Language Ability & Interpersonal Communication**

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

## **Environmental Adaptability**

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

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Payroll Officer	<b>Class Number:</b>	14181
		<b>Pay Grade:</b>	6

## EXHIBIT I

<b>Departments:</b>	Human Resources and Sheriff's Department
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### Classification Function

The purpose of this classification is to assist the Payroll Administrator prepare and maintain payroll for an assigned functional area and serve as a lead worker over lower-level personnel technicians.

### 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.

- Assist Payroll Administrator prepare and maintain payroll for an assigned functional area (e.g.-establishes master payroll files for department's payroll and human resources computer system; performs maintenance of payroll information including wage changes, name and address changes or credit union information; complies payroll figures from payroll forms, time sheets, leave forms and overtime forms; determines accuracy of payroll reports; prepares payroll figures for data processing using time reports, transaction sheets and deductions and other earnings transaction sheets; validates payroll register; maintains records of employee leave balances such as sick leave and vacation leave; distributes pay warrants to Department employees on a bi-weekly basis; prepares personnel actions for various employment activities including hiring, discipline, status changes, leaves of absence; tracks schedule of automatic certifications and prepares personnel action to grant automatic certification).
- Acts as department liaison for benefits program information (e.g.- maintains and updates Flex program information; responds to routine inquiries employees may have regarding benefits programs).
- Performs miscellaneous duties (e.g.- completes employment verifications; processes payroll deductions by mailing out union deductions, savings bonds, child support amounts and court vouchers; prepares special reports assists with various audits).

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

Vocational education in business administration or human resources with two years of human resource experience; or any equivalent combination of training and experience.

#### Additional Requirements

No special license or certification is required.

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

#### Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, computer terminal, printer, copier, typewriter, and calculator.

#### Mathematical Ability

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

#### Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including personnel records, withholding forms, payroll records, PERS forms, benefits forms, personnel action forms, position descriptions, master time sheets, employee leave forms, personnel files and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Benefits Manual, collective bargaining agreements, software manuals, Ohio Revised Code and personnel policy manuals.
- Ability to prepare time reports, transaction forms, deductions and other earnings forms, master payroll records, special projects reports, workers' compensation forms, PERS forms, employment verifications and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources terminology and language.
- Ability to communicate with supervisors, Auditor's Office, Board of Commissioner's personnel, County employees, general public, Human Resource Director, and other personnel officers.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Time and Attendance Administrator	<b>Class Number:</b>	14021
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Human Resources and Sheriff's Department	<b>EXHIBIT J</b>	

## Classification Function

The purpose of this classification is to administer, coordinate, prepare, and audit time and attendance and accumulated leave balances for County agencies using the countywide Enterprise Resource Planning (ERP) system.

## Distinguishing Characteristics

This is an advanced journey-level position that is responsible for the day-to-day administration of employee time and attendance information for the County. Incumbents work under general supervision and within a framework of established regulations, policies, and procedures. Employees in this position are expected to work with a high degree of independence, judgment, and initiative and serves as a lead worker over lower level Time and Attendance personnel.

## 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%
- Coordinates and prepares payroll and accumulated leave balances in County agencies using the countywide human resource ERP system; serves as a lead worker to lower level Time and Attendance personnel; ensures accuracy of master payroll files for agencies' ERP; ensures accuracy of agencies' payroll information including name and address changes, deductions, and withholdings; validates payroll register and communicates any revisions to the Fiscal Office; ensures accuracy of agency's employee accumulated leave balances such as sick leave and vacation leave and generates report of leave balances; coordinates distribution of pay warrants to agency employees on a bi-weekly basis; supports processing of various exceptions and manual payroll checks; balances and transmits final gross time and attendance file to Fiscal Office; serves as liaison to the County Fiscal Office; performs various duties related to time and attendance including tax deductions, child support, and court vouchers.
  
- 25% +/- 10%
- Participates in audits and ensures accuracy and integrity of all time and attendance data; audits changes to time and attendance data including tax updates, deductions, and garnishments; oversees and identifies data inputting issues with the County's workforce management/time collection system and makes adjustments as necessary; oversees compliance with statutory reporting and filing requirements and ensures employee adherence to reporting requirements and County procedures; works with manager to perform and submit audits requested by internal and state auditors and other regulatory bodies; gathers, organizes, and analyzes responses and data; prepares and submits audit reports.
  
- 20% +/- 10%
- Researches and resolves questions from managers and employees related to the processing of time and attendance information; analyzes and solves issues regarding accruals, banking, garnishments, employment verification, retroactive pay calculations, and other changes.

20% +/- 10%

Effective Date: 9.26.2000  
Last Modified: 4.5.2019

## **Time and Attendance Administrator**

- Creates, analyzes, and distributes various management and statistical reports, statements, and summaries related to time and attendance; prepares reports related to unemployment claims, vacation, and bonus calculations; sets up tables for all payroll cycles; writes and edits desktop procedures; balances and transmits all payrolls; assists with the processing of manual payroll checks and year-end processing of W2s and 1095s.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; assists with providing training, guidance, and development to lower level Time and Attendance personnel.

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

- Associates degree in business administration, finance, analytics, human resources, or related field with seven (7) years of time and attendance, payroll processing, or human resources 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 automated office machines including computer, copier, and calculator.

#### **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.

#### **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 time and attendance records, personnel records, withholding forms, Public Employees Retirement System (PERS) forms, benefits forms, personnel action forms, payroll records, master time sheets, time sheets, employee leave forms, overtime forms, administrative leave forms, bargaining contracts, and other reports and records.

## **Time and Attendance Administrator**

- Ability to comprehend a variety of reference books and manuals including Benefits Manual, collective bargaining agreements, personnel policy manuals, and HR laws and tax laws applicable to payroll.
- Ability to prepare time and attendance reports, transaction forms, deductions and other earnings forms, master payroll records, special projects reports, worker's compensation forms, PERS forms, unemployment forms, tax forms, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting and human resources terminology and language.
- Ability to communicate with management, internal and State auditors, other County employees, union leadership, bank associates, and insurance carriers.

## **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.*