

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0070

Sponsored by: County Executive FitzGerald/Department of Human Resources on behalf of Personnel Review Commission	A Resolution approving 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, Section 2.10 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinances No. O2011-0015 and O2011-0028) states that the employment of all classified County employees is subject to the provisions of the Ohio Revised Code, the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and,

WHEREAS, the Director of Human Resources 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 January 22, 2014, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through H), and recommended to County Council the formal adoption and implementation of the attached changes; and,

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

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

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

New Classifications: (See Attached Classification Specifications)

Exhibit A: Class Title: *Consumer Affairs Investigator*
Number: 1055252
Pay Grade: 8

Exhibit B: Class Title: *Consumer Affairs Specialist*
Number: 1055251
Pay Grade: 6

Revised Classifications: (See Attached Classification Specifications)

Exhibit C: Class Title: *Management Services Manager*
Number: 1055351
Pay Grade: 18
*Change in pay grade from 17 to 18. Revised functions to include the fiscal activities for all of HHS.

Exhibit D: Class Title: *Prevailing Wage Coordinator*
Number: 1052511
Pay Grade: 6
*Included Department of Development. Revised function to include insuring compliance with federal grants and Dept. of Energy.

Exhibit E: Class Title: *Training Officer*
Number: 1053642
Pay Grade: 7
*Included Dept. of Human Resources. Updated spec. to new format to include percentages of time spent on essential functions.

Exhibit F: Class Title: *Senior Training Officer*
Number: 1053643
Pay Grade: 10
*Included Dept. of Human Resources. Updated spec. to new format to include percentages of time spent on essential functions.

Exhibit G: Class Title: *Training Officer Supervisor*
Number: 1053644
Pay Grade: 12
*Included Dept. of Human Resources. Updated spec. to new format to include percentages of time spent on essential functions.

Exhibit H: Class Title: *Training Manager*
Number: 1053645
Pay Grade: 14
*Included Dept. of Human Services.

Committee Report/Second Reading: March 25, 2014

Journal CC014

April 8, 2014

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Consumer Affairs Investigator	Class Number:	1055252
FLSA	Non-Exempt	Pay Grade:	8
Departments:	Fiscal Office - Consumer Affairs		

Classification Function

The purpose of this classification is to investigate consumer fraud violations and prepare cases for County Prosecutor or other appropriate agencies for the purpose of civil litigation or criminal prosecution; mediate consumer complaints, locate suppliers, present before the public, and provide other functions related to investigations, complaint mediation and consumer protection.

Distinguishing Characteristics

This is the journey level classification, working under general supervision within a framework of well defined policies, procedures, and regulations. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies. This class requires extensive public contact in communicating consumer protection, laws 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.

- 30% +/- 10%
- Identifies and conducts consumer fraud investigations; collects and analyzes case documents; prepares evidence, charts and exhibits; calculates victim damages; appears in court and at hearings as witness, if needed. Locates and interviews witnesses, victims, suppliers, informants and potential defendants.
- 20% +/- 10%
- Prepares investigative reports and summaries to present for settlement negotiations, civil litigations and/or criminal prosecution; drafts civil investigative requests, summons, and settlement agreements; prepares and maintain case logs.
- 20% +/- 10%
- Performs covert investigations of supplier; plans, executes and coordinates investigative activities with appropriate federal, state and/or local law enforcement agencies.
- 20% +/- 10%
- Obtains, reviews, summarizes and processes complaints involving home repairs, automotive repairs, telemarketing, internet fraud, financial exploitation, billing errors, deceptive advertising and other consumer transactions.
- 10% +/- 5
- Processes registrations, permits, or licenses of individuals and businesses related to consumer protection; educates consumers and businesses about related laws. Communicates with a variety of members of the public, consumers, outside and County agencies, witnesses, suppliers, law enforcement agencies, prosecutors, attorneys, advocate groups, and other investigators.

Training Manager

1053645

- 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.

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.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in law enforcement or criminology or a related field with a minimum of three (3) years experience in consumer fraud investigations; or an equivalent combination of education, training, and experience.

Additional Requirement

Must possess a valid State of Ohio Motor Vehicle Operators License.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

None

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 repair or billing invoices, contracts or agreements, financial agreements, variety of business records, advertisements, complaints from public, registration/permit/license forms, consumer litigation and news and related forms and literature.
- Ability to comprehend a variety of reference books and manuals including consumer laws, training manuals, resource directory, local, State and Federal laws and County policies and procedures.
- Ability to prepare summary investigative reports, civil investigative reports, charts, diagrams, cease and desist orders/subpoenas, questionnaires, assurance of voluntary compliance settlement resolutions letters and other documents conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, give presentations, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret education, legal, consumer protection/fraud and financial literacy terminology.
- Ability to communicate effectively with supervisors, staff, attorneys, prosecutors, law enforcement officials, consumer investigators, government agencies and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Consumer Affairs Specialist	Class Number:	1055251
FLSA:	Non-Exempt	Pay Grade:	6
Department:	Fiscal Office - Consumer Affairs		

Classification Function

The purpose of this classification is to educate and assist consumers concerning consumer protection, financial literacy and weights and measures. Assists in the development and implementation of education and outreach programs and literature. Assists with consumer complaint mediation.

Distinguishing Characteristics

This is the journey level classification, working under general supervision within a framework of well defined policies, procedures, and regulations. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies. This class requires extensive public contact in communicating consumer protection 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.

- 40% +/- 10%
- Participates in the development, implementation and presentation of educational programs relating to consumer protection, financial literacy and weights and measures before the public; plans, coordinates, presents and markets educational and/or outreach events and materials for the public and County website.
- 20% +/- 10%
- Receives and processes consumer inquiries and provides information needed to assist, including but not limited to, (1) taking complaints of alleged consumer protection violations, (2) referring consumer to appropriate agency(s), and (3) answering questions regarding consumer protection, financial literacy and weights and measures.
- 20% +/- 10%
- Mediates consumer complaints involving credit reports, unwanted solicitations by mail or phone and billing errors; refers complaints to investigator when unable to resolve.
- 10% +/- 5%
- Communicates with a variety of members of the public, consumers, outside and County agencies, witnesses, suppliers, attorneys, social workers, teachers, and advocate groups; enters and updates inquiries or consumer complaints into complaint database.
- 10% +/- 5%
- Attends and participates in multi-agency task force and work groups related to financial literacy or consumer protection; performs all other duties assigned or delegated.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in communications, public relations, paralegal studies or related field with a minimum of two (2) years experience in public speaking and mediation of consumer complaints; or an equivalent combination of education, training, and experience.

Additional Requirement

Must possess a valid State of Ohio Motor Vehicle Operators License.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines including personal computer and peripheral equipment.

Supervisory Responsibilities

None

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 consumer literature and news, complaints from the public, financial literature and news, bank reports, garnishment files, OPERS reports and related forms and literature.
- Ability to comprehend a variety of reference books and manuals including consumer laws, training manuals, resource directory and County policies and procedures.
- Ability to prepare PowerPoint presentations, charts, diagrams, letters, marketing materials, consumer tip sheets and other documents conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, give presentations, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret education, legal, consumer protection/fraud and financial literacy terminology.
- Ability to communicate effectively with supervisors, staff, non-profit groups, community agencies, government agencies and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Management Services Manager	Class Number:	1055351
FLSA:	Exempt	Pay Grade:	18
Departments:	Human Services, only		

Classification Function

The purpose of this classification is to plan, direct and coordinate the accounting and reporting of the fiscal programs for the County of Human Services Department.

Distinguishing Characteristics

This single-position senior management classification is responsible for coordination, supervision and control of the department's fiscal management and fiscal reporting directly and through subordinate supervisors. This class works under limited direction and requires the analysis and solution of operational, technical, administrative and management problems related to operations and activities within the department. The employee is expected participate in development of objectives, priorities, and procedures, and participates in preparation of the division budget. The incumbent exercises discretion in developing policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 30% +/- 10%
- Plans, directs, coordinates and manages the fiscal control activities and reporting for the County Department of Human Services; coordinates and ensures establishment of encumbrances for improved fiscal control in processing transactions; develops financial reporting controls over appropriations, finds and obligations; designs and updates fiscal accounting procedures and ensures operation compliance with applicable state and or federal regulations; manages and ensures compliance in handling of federal/state funds; participate in budget preparation; monitors reimbursement of federal monies or expenditure of funds for state and subcontractor programs; controls purchasing activities within allotment guidelines; approves payments; reviews and approves contracts and payroll vouchers; controls fund distribution to various accounts; authorizes and oversees inventory control and travel reimbursement functions.
- 20% +/- 10%
- Supervises accounting, budget, clerical and other support staff involved in fiscal operation activities; assigns and reviews work; conducts performance evaluations, responds to employee problems; approves employee leave requests; recommends disciplinary procedures.
- 20% +/- 10%
- Administers multiple social service programs including Temporary Assistance for Needy Families, Medicaid Non-Emergency Transportation and Ohio Department of Health Children with Medical Handicaps; develops and implements social service delivery including eligibility determination, evaluation and review of social service delivery; develops policies and procedures; monitors compliance; manages program budgets and expenditures; designs and prepares written material describing social service programs.

20% +/- 10%

- Prepares, maintains and oversees preparation and maintenance of records, reports, studies and or correspondence related to fiscal activities and operations; oversees preparation of ODJFS reports, federal reports, analytical reports of fiscal operations, statistical financial statements, cash flow projections, staffing forecasts, expenditure reports, cost allocation plans, inventory reports, federal grant budget revisions and summaries, correspondence concerning status of payments or department policy explanations, reports regarding action to be taken to improve department fiscal operations; manages federal and state compliance audits.

10% +/- 5%

- Advises administrative officials regarding administrative, budgetary and fiscal matters; recommends agency goals, objectives, performance measures, productivity standards, work and operational plans, policies and procedures; represents Administrator at various meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting or related field with seven (7) years of fiscal management 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, printer, fax machine, calculator, and copier.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform 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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Prevailing Wage Coordinator	Class Number:	1052511
FLSA:	Non - Exempt	Pay Grade:	6
Dept:	Public Works, Department of Development		

Classification Function

The purpose of this classification is to ensure organizational compliance with all Federal, State and Local regulations pertaining to Prevailing Wage laws as they relate to the Davis Bacon Act, and to ensure construction compliance, federal grants compliance and Department of Energy compliance with all Equal Employment Opportunity (EEO) laws and regulations.

Distinguishing Characteristics

This is a journey level classification requiring an understanding of and ability to enforce compliance with Prevailing Wage laws. This classification works under a framework of regulations, policies and procedures. The incumbent exercises discretion in monitoring construction projects and applying regulations to relevant projects.

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%
- Reviews, files, organizes and maintains contractor payrolls according to the Davis Bacon Act and other Federal regulations; reviews grant submissions; reviews paperwork substantiating funding (including federal, state and local grants) provisions; reviews corrections to funding provisions as well as the wage laws of the state of Ohio as appropriate.
- 20% +/- 10%
- Conducts personal wage interviews with contractor employees.
- 20% +/- 10%
- Represents the Public Works Office or Department of Development in Prevailing Wage meetings and discussions; maintains current Prevailing Wage Law updates as well as corresponding EEO information; prepares and maintains written reports and records regarding Prevailing Wage and EEO; resolves disputes pertaining to EEO and Prevailing Wage issues and makes recommendations; distributes and maintains current Prevailing Wage rates.
- 20% +/- 10%
- Monitors contract compliance and performs construction site inspections for appropriate EEO material. Monitors Disadvantage Business Enterprises compliance; submits semi-annual labor report.
- 10% +/- 5%
- Performs administrative duties to support the department and functions of the office; gathers information, statistics and prepares necessary reports and documents, maintains files; provides back-up administrative assistance.

Cuyahoga County Classification Specification

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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 fiscal reports, department statistics and reports, TANF-PRC Order issuances, FAMIS reports, BRASS reports, human resource reports, bid specifications, child care reports, subgrant agreements, payroll reports, employee time sheets, employee leave requests, written and electronic communications, union grievances, and related reports and records.
- Ability to comprehend a variety of reference books and manuals including PRC and Title XX plans, Cash Assistance Manual, Child Care Manual, ODJFS Administrative Procedure Manual, ODJFS Fiscal Administrative Procedures Manual, PET/QUIC/RMS Manuals, Buyspeed, Random Moment Sampling, Personnel Policies and Procedures Manual, and County policies and procedures manuals.
- Ability to prepare TANF-PRC Plan, Title XIX Medicaid Non-Emergency Transportation Plan, Title XX Plan, organizational structure, performance measures, cash flow forecast reports, operation plans, spending plans, employee performance appraisals, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting, financial analysis and business law terminology and language.
- Ability to communicate with department directors, County Executive, County Council, Deputy Chief of Staff, administrators, providers, clients, union representatives, vendors, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

Prevailing Wage Coordinator

Experience Required to Perform Essential Job Functions

Associate's degree in Business Administration with two (2) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

- Ability to perform addition, subtraction, multiplication and division.

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 reports, records, audits, payroll, affidavits and laws.
- Ability to utilize a variety of advisory data and information such as Federal Labor Standards, Davis Bacon Law, Ohio DBE Program, Prevailing Wage Rates, laws, and other legal documents.
- Ability to prepare summary sheets, construction activity reports, interview forms, labor reports, NOVUS submissions, sub-contractor forms, memos, correspondence, meeting minutes, records, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate with supervisor, employees of other sections and departments, consultants, contractors, departmental employees, and administrators.

Prevailing Wage Coordinator

Environmental Adaptability

- Work is typically performed in the field and in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Training Officer	Class Number:	1053642
FLSA	Non-Exempt	Pay Grade:	7
Departments:	Human Resources and Human Services, only.		

Classification Function

The purpose of this classification is to develop and implement training for department employees.

Distinguishing Characteristics

This is an entry-level training officer classification. Employees in this class work under direct supervision, progressing to general supervision as the incumbent becomes able to semi-independently perform the full range of duties associated with this level. The employee works under a framework of established policies and procedures. Employees are expected to use judgment in application of policies and procedures.

Essential Job Functions

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

- 50% +/- 10%
• Develops training programs for department employees; conducts and tabulates needs analysis; designs and develops lesson plans to meet established training goals; develops program budget.
- 35% +/- 10%
• Implements training programs for department employees; assures room and equipment are set-up correctly for training sessions; coordinates training registration process; conducts training following lesson plan; analyzes training evaluation results to improve program.
- 15% +/- 10%
• Performs administrative duties; responds to written or verbal inquiries regarding training programs; maintains filing system on training data; compiles statistics regarding training program effectiveness; inventories training supplies and equipment.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in education, human resources or related field with one (1) year of training 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 typewriter, copier, etc.

- Ability to provide instruction to other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to 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 memos, training literature, 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, proposals, monthly reports, 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 education, legal, counseling, and personnel terminology and language.
- Ability to communicate effectively with supervisors, staff, students, parents, 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

Class Title:	Senior Training Officer	Class Number:	1053643
FLSA:	Exempt	Pay Grade:	10
Departments:	Human Resources and Human Services, only		

Classification Function

The purpose of this classification is to plan, prepare and deliver training program to department employees and to supervise lower level training personnel.

Distinguishing Characteristics

This is a journey-level training officer classification. Employees in this class work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. This classification may coordinate lower level training officers or oversee contract training officers. This class generally works under direction from the Training Manager.

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%
- Coordinates the work of lower level training officers and/or contract trainers; assigns work and reviews completed work assignments; provides job training and instruction; approves contracting authorizations for trainers; approves proposed training sites and arrangements; conducts on-site evaluations of trainers and prepares reports; approves training materials.
- 25% +/- 10%
- Develops training programs for department employees; conducts and tabulates needs analysis; designs and develops lesson plans to meet established training goals; develops program budget.
- 25% +/- 10%
- Implements training programs for department employees; assures room and equipment are set-up correctly for training sessions; coordinates training registration process; conducts training following lesson plan; analyzes training evaluation results to improve program.
- 15% +/- 5%
- Performs administrative duties; prepares state mandates reports; responds to written or verbal inquiries regarding training programs; maintains filing system on training data; compiles statistics regarding training program effectiveness; inventories training supplies and equipment.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in education, human resources or related field, with two (2) years of training 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, video camera, telephone, calculator, overhead projector, copy machine, etc.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and use statistical inference and theory.

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 monthly personnel invoices, time reports, attendance records, balance sheets, Blue Sheets, competency forms, evaluations sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including CORE handbooks, computer and software manuals, Ohio Revised Code, Child Welfare Manual, Public Assistance Manual, etc.
- Ability to prepare monthly invoices, quarterly calendars, expenditure reports, employee evaluations, graphs, OCWTP annual reports, individual training records, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve as a lead worker, 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 education, legal, counseling, and personnel, terminology and language.
- Ability to communicate effectively with trainers, trainees, immediate supervisor, administration, OJFS staff, co-workers, employees, other County and State personnel, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Training Officer Supervisor	Class Number:	1053644
FLSA:	Exempt	Pay Grade:	12
Departments:	Human Resources and Human Services, only		

Classification Function

The purpose of this classification is to supervise training officers and to administer training program activities.

Distinguishing Characteristics

This is supervisory level classification, generally working under direction of a manager or higher level administrator. The employee works within a broad framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according 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.

- 35% +/- 10%
- Supervises lower level training personnel; assigns and reviews work; evaluates performance; responds to employee complaints; provides instruction and feedback; reviews and approves employee leave requests.

- 50% +/- 10%
- Administers training program activities; determines training needs; plans and develops training programs to meet those needs; implements training programs; compiles training evaluation results; reviews evaluations with staff and forwards results to manager and/or others.

- 15% +/- 5%
- Performs public relations duties; represents training department at various meetings and conferences; provides technical assistance and consultation to agencies 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 five (5) years of training 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 computers and peripheral equipment.

- Ability to operate audio-visual equipment.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other 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 and calculate decimals and percentages.

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 memos, training literature, training plans, performance evaluations; curriculum descriptions 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, curriculum descriptions, training needs analysis, monthly reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, 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 human resources terminology and language.
- Ability to communicate effectively with department supervisors, training personnel, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Training Manager	Class Number:	1053645
FLSA:	Exempt	Pay Grade:	14
Departments:	Human Resources and Human Services, only		

Classification Function

The purpose of this classification is to manage, coordinate and implement County training programs and initiatives.

Distinguishing Characteristics

This is a management level classification, with responsibility for overseeing technical operations and developing and conducting 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 training officers.

Essential Job Functions

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

- 25% +/- 10%
- Manages County training programs and initiatives; develops and coordinates training and educational development programs; coordinates and facilitates training programs such as new employee orientation, sexual harassment, ethics, etc.; develops an annual calendar of training and development opportunities including references to external opportunities; maintains training materials; produces training materials and manuals; organizes the use of training materials including e-learning; manages training materials; ensures that statutory training requirements are met; conducts training needs assignments; amends and revises training programs as needed; helps line managers or solve specific training problems, either one-to-one or in groups; develops and maintains training budget.
- 25% +/- 10%
- Administers training program activities; identifies and determines training and development needs; plans and develops training programs to meet those needs; implements training programs; compiles training evaluation results; reviews evaluations with staff and forwards results to supervisor.
- 25% +/- 10%
- Develops and manages County performance appraisal process.
- 15% +/- 10%
- Manages, leads and motivates lower-level training personnel; assigns and reviews work; evaluates employee performance; responds to employee complaints; provides instruction and feedback; trains instructors and supervisors in techniques and skills for training and dealing with employees).
- 10% +/- 5%
- Performs public relations duties; 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 years (9) of training experience including three years in a supervisory capacity; 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, fax, printer, calculator, copier, etc.
- Ability to operate audio-visual equipment.

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 and calculate decimals and percentages.

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 applications, résumés, job audit forms, 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.