

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0228

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

WHEREAS, Section 2.01 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinance Nos. O2011-0015, O2011-0028, O2011-0043, O2011-0061, O2011-0042 and O2013-0003) 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 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 10, 2014, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibit A), 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 Classification: (See Attached Classification Specification)

Exhibit A: Class Title: *Employment Testing Specialist*
Number: 1081111
FLSA Status: E
Pay Grade: 12

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 Ms. Conwell, seconded by Mr. Germana, the foregoing Resolution was duly adopted.

Yeas: Brady, Germana, Gallagher, Schron, Conwell, Jones, Hairston, Simon, Greenspan, Miller and Connally

Nays: None


County Council President

10-28-14
Date


County Executive

11/6/14
Date


Clerk of Council

10/28/2014
Date

First Reading/Referred to Committee: September 23, 2014
Committee(s) Assigned: Human Resources, Appointments & Equity

Committee Report/Second Reading: October 14, 2014

Journal CC016
October 28, 2014

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment Testing Specialist	Class Number:	1081111
FLSA:	Exempt	Pay Grade:	12
Departments:	Personnel Review Commission, only		

Classification Function

The purpose of this classification is to develop valid and reliable testing solutions for employment positions throughout the County.

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% +/- 5%
- Develops employment tests for positions requiring testing (e.g., identifies major content areas for testing; develops test plans according to job analysis results; investigates alternative selection procedures; constructs test content according to legal guidelines and professional standards; links test content to the content of the job; maintains confidentiality, security, and trade secret of all testing documents and materials).
- 20% +/- 5%
- Performs job analysis for positions requiring testing (e.g., reviews all available job analysis material; conducts individual and/or group interviews/observations; develops and administers questionnaires and surveys; identifies major work behaviors and underlying knowledge, skills, and abilities (KSAs); links KSAs to major work behaviors; synthesizes data and develops position descriptions).
- 10% +/- 5%
- Reviews and revises testing practices and procedures (e.g., ensures practices/procedures meet legal guidelines and professional standards; identifies problems; develops and implements solutions).
- 5% +/- 2%
- Serves as a liaison between the Personnel Review Commission and department directors/hiring managers (e.g., meets with directors/hiring managers to determine their testing needs; gives advice on testing options; provides status updates and test results).
- 10% +/- 5%
- Performs scoring, statistical analysis, and reporting of test results (e.g., conducts cut score and weighting studies; conducts statistical analysis at the test and item level; documents and reports validity evidence in support of the test).
- 5% +/- 2%
- Leads or assists test administrations (e.g., assesses requests for reasonable accommodations; develops and uses standard administration manuals; monitors administrations).

Minimum Training and Experience Required to Perform Essential Job Functions

A Master's degree in Industrial/Organizational Psychology; or any equivalent combination of training and experience.

Additional Requirements

No special professional 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, audio recorder, telephone, calculator, overhead projector, photocopier, Scantron scoring machine, etc.

Mathematical Ability

- Ability to add, subtract, multiply, and divide; calculate decimals and percentages; and calculate means, standard deviations, correlations, reliability coefficients, item-level probabilities, and similar statistical functions, as well as their correct use and interpretation.

Language Ability & Interpersonal Communication

- Ability to comprehend and apply a variety of legal guidelines and professional standards relevant to the field of Industrial/Organizational Psychology, particularly the area of test development and validation. Requires sufficient understanding to determine best course of action, define consequences of actions, and assess the quality of alternative procedures.
- Ability to write test content that is clear, understandable, internally consistent, and relevant.
- Ability to prepare test documents, position descriptions, scoring reports and analyses, validation reports, test administration manuals, practice/procedure manuals, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to follow necessary procedures to ensure the fairness, confidentiality, security, and trade secret of all testing procedures, documents, and materials.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to communicate effectively with subject matter experts, department directors, and hiring managers on testing needs, procedures, and guidelines/standards; ability to communicate effectively with the general public to ensure test procedures are understood and followed.
- Ability to use and interpret legal and professional terminology and language relevant to Industrial/Organizational Psychology, particularly the area of test development and validation.

Environmental Adaptability

- Work is typically performed in an office environment, and incumbent will occasionally need to travel to other County offices and worksites and is expected to be able to do so in a timely manner.

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