

County Council of Cuyahoga County, Ohio

Resolution No. R2015-0104

Sponsored by: Councilmember 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 (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 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 April 17, 2015, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through W) and recommends 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:

Modification of the following Classifications: (See Attached Classification Specifications)

Proposed Revised Classifications:

Exhibit A: Class Title: *Database Analyst*
Class Number: 1053103
Pay Grade: 12B
*Revise title to *Database Administrator*

Exhibit B: Class Title: *Nursing Director*
Class Number: 1054115
Pay Grade: 14
*Change in pay grade from 14 to 15. Change department to read Human Services Department and updated spec. to new format to include percentages of time spent on essential functions.

Exhibit C: Class Title: *Permit Coordinator*
Class Number: 1062221
Pay Grade: 5
*Change pay grade from 5 to 6 and changed department from Development to Public Works. Revised functions to include additional duties assumed and updated spec. to new format to include percentages of time spent on essential functions.

Exhibit D: Class Title: *Senior Database Analyst*
Class Number: 1053104
Pay Grade: 15B
*Revise title to *Senior Database Administrator*. Included clarifying language to essential functions.

Proposed Deleted Classifications:

Exhibit E: Class Title: *Case Manager*
Number: 1056261
Pay Grade: 6

Exhibit F: Class Title: *Central Services Operations Manager*
Number: 1044111
Pay Grade: 15

Exhibit G: Class Title: *Clinical Services Manager*
Number: 1056332
Pay Grade: 13

Exhibit H: Class Title: *CRIS Center Manager*
Number: 1053171
Pay Grade: 15

Exhibit I: Class Title: *Financial System Admin Financial Analyst*
Number: 1055141
Pay Grade: 13

Exhibit J: Class Title: *Laboratory Analyst*
Number: 1064212
Pay Grade: 7

Exhibit K: Class Title: *Laboratory Supervisor*
Number: 1064214
Pay Grade: 11

Exhibit L: Class Title: *Mover Supervisor*
Number: 1031112
Pay Grade: 6

Exhibit M: Class Title: *Nurse Practitioner- Corrections*
Number: 1059211
Pay Grade: 16

Exhibit N: Class Title: *Psychologist - Corrections*
Number: 1059111
Pay Grade: 14

Exhibit O: Class Title: *Sewer Maintenance Manager*
Number: 1043123
Pay Grade: 13

Exhibit P: Class Title: *Telecommunications Coordinator*
Number: 1053161
Pay Grade: 7

Exhibit Q: Class Title: *Telecommunications Coordinator Supervisor*
Number: 1053162
Pay Grade: 11

Exhibit R: Class Title: *Telecommunications Customer Service Representative*
Number: 1016111
Pay Grade: 4

Exhibit S: Class Title: *Telecommunications Customer Service Representative Supervisor*
Number: 1016112
Pay Grade: 6

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

Exhibit T: Class Title: *Fingerprints Lab Supervisor*
Number: 1071234
Pay Grade: 17

Exhibit U: Class Title: *Firearms and Toolmarks Lab Supervisor*
Number: 1071284
Pay Grade: 17

Exhibit V: Class Title: *Forensic Scientist 2 - Fingerprints*
Number: 1071232
Pay Grade: 11

Exhibit W: Class Title: *Forensic Scientist 2 – Firearms and Toolmarks*
Number: 1071282
Pay Grade: 11

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: Miller, Germana, Gallagher, Conwell, Jones, Brown, Hairston, Simon,
Greenspan and Brady

Nays: None

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: June 9, 2015

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

Committee Report/Second Reading: July 14, 2015

Journal CC019

July 28, 2015

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Database Administrator	Class Number:	1053103
FLSA:	Exempt	Pay Grade:	12B
Dept:	Information Technology Department		

Classification Function

The purpose of this classification is to assist and administer daily maintenance of servers including backing up, installing, monitoring and applying patches and to ensure data integrity and efficient operation.

Distinguishing Characteristics

This is a technical, journey level classification, working under general supervision from the unit manager. The employee in this class is expected become fully aware of the operating policies and procedures of the work unit and, as experience is gained, to become able to perform the full range of duties assigned. Positions at this level receive instruction or assistance only as new or unusual situations arise and are expected to exercise judgment and initiative. This class is distinguished from the Senior Database Administrator in that the later class trains and oversees this class in performance of database operations and activities and performs the more complex work of the unit.

Essential Job Functions

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

- 60% +/- 10%
- Assists in developing, maintaining and modifying databases; monitors servers; manages user accounts; schedules system jobs; configures new devices; reviews and assists with database design and programming; assists in planning systems architecture; creates standards; installs and partitions disk drives; assists with database installations and in installing applications.
- 20% +/- 10%
- Maintains the County backup system; prepares system securities; utilizes a variety of software in order to schedule execution for reorganization of databases, to execute recovery, to back up databases, and to schedule execution for space allocation; uses software utilities for file management and maintenance.
- 20% +/- 10%
- Provides support for assigned applications and systems; provides ongoing maintenance support; prepares documentation; maintains print services; assists in assembling hardware.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science, information technology or a related field with three (3) years experience in a data processing environment including database management; or an equivalent combination of education, training, and experience.

Additional Requirements

No special license or certification is required.

EXHIBIT A

Database Administrator

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- 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.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including network backup status reports, data input/output, email and WAN status reports.
- Ability to comprehend a variety of reference books and manuals including operating system Administration reference, database documentation, backup Administration procedures; network, and operation manuals, and schematic drawings..
- Ability to prepare documentation, backup strategy, backup server lists, backup chart, flow charts, technical reports, diagrams and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with users, vendors, peers, and departmental employees and administrators.
- Ability to use and interpret computer and computer programming terminology and language.

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:	Nursing Director	Class Number:	1054115
FLSA:	Exempt	Pay Grade:	15
Dept:	Human Services Department		

Classification Function

The purpose of this classification is to administer and coordinate nursing services in the Home Care Skilled Services Unit and to supervise senior nurse supervisor, nurse supervisors and support staff.

Distinguishing Characteristics

This is a professional journey level classification, responsible for defining scope of work, identifying problem areas for service delivery and developing concepts and approaches for problem solving. The employee in this class plans staffing and schedules, analyzes work flow and facilitates staff performance evaluations. The incumbent recommends, integrates, administers, and evaluates procedures and standards needed to provide related services. The employee is responsible for ensuring that operations and activities are completed in a safe, timely, effective and efficient manner according to standards, procedures, regulations and laws.

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.

- 65% +/- 20%
- Administers and coordinates nursing services in the Home Care Skilled Services Unit; determines and recommends staffing needs; coordinates client services; collaborates and oversees staff scheduling; coordinates nursing activities; develops and maintains policies and procedures; verifies personnel are properly licensed; establishes method of recording nursing care provided; monitors and maintains compliance with various third party payers, such as Medicaid and Medicare; investigates and resolves client complaints and concerns; serves as a member of the management team; provides leadership of vision and direction of unit.
- 20% +/- 10%
- Supervises senior nurse supervisor, nurse supervisors and support staff; interviews and selects professional and para-professional staff and assigns work to them; monitors employee work; conducts employee performance; provides on-going training of all staff; recommends disciplinary action, when necessary; delegates certain responsibility to staff members and ensures that they are implemented; conducts staff meetings.
- 10% +/- 5%
- Performs various administrative functions; serves on committees; attends various meetings, conferences, workshops, and seminars; prepares various reports including Ryan White reports and reports for administrators; participates in budget preparation; develops and executes presentations for community and internally.
- 5% +/- 2%
- May nursing services as necessary; makes patient visits to observe and evaluate physical and emotional status; reviews and updates patient plan of care; reviews medication policies and records.

EXHIBIT B

Minimum Training and Experience Required to Perform Essential Job Functions

Must be licensed as registered nurse by the Ohio Board of Nursing with six (6) years nursing experience including two (2) years in a supervisory capacity.

Additional Requirements

Biennial renewal of license 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, printer, fax machine, copier and telephone.
- Ability to operate medical equipment including intravenous pumps, G-tube pumps, suction machine, sphygmomanometer, stethoscope, thermometer and other diagnostic instruments and equipment.
- Ability to push and pull in the movement or treatment of residents; ability to lift and carry medical equipment and supplies.

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, or promotion of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and apply the principles of descriptive statistics.

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 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 program contracts, billing invoices, time sheets, progress reports, department memorandum, policies, and procedures and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Ohio Revised Code, collective bargaining agreements, Center for Medicare and Medicaid, grants, Ohio Department of Health regulations and personnel policy manuals.

- Ability to prepare performance evaluations, progress reports, semi-annual and annual reports, policies, procedures, 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, and to follow instructions.
- Ability to use and interpret medical and counseling terminology and language.
- Ability to communicate effectively with managers, supervisors, nursing staff, home health aides, community partners, clients, 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:	Permit Coordinator	Class Number:	1062221
FLSA:	Non - Exempt	Pay Grade:	6
Dept:	Public Works Office		

Classification Function

The purpose of this classification is to coordinate the issuance of various permits and licenses and maintenance of related records; schedule weddings and issue leases for use of County buildings; issue road opening permits and to function as supervisor over lower level clerical employees.

Distinguishing Characteristics

This is a journey level technical classification with responsibility for coordinating the issuance of various permits and licenses and maintaining related documents. This classification works under a framework of defined procedures and regulations. The incumbent exercises discretion in applying procedures and serves as a first-line supervisor ensuring that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
- Coordinates the issuance of permits and maintenance of related records; issues permits to contractors to install sanitary and storm sewers for mainline, commercial and residential connections; ensures engineering has approved plans and inspection fees are paid; ensures work is scheduled; responds to inquires and complaints regarding permits and tap in fees; plans approval process; issues permits for any capital improvement projects; issues road opening permits; assures that the contractor licensing process is up to date; updates bonds, insurance certificates and power of attorney forms; processes annual fees.
- 40% +/- 10%
- Interacts daily with prospective couples, government entities, attorneys and others regarding leasing County space in the Old Court House, Huntington Parking Garage and the Justice Center; reviews lease terms; conducts walk throughs of facilities; explains operational procedures; calculates costs; responds to questions/inquires; drafts and distributes leases.
- 10% +/- 5%
- Supervises assigned lower level clerical employees; assigns and reviews work; provides job training and instruction; responds to employee problems; evaluates employee performance.
- 10% +/- 5%
- Establishes project number and project name; keeps inspectors time sheets and other documents; sends special events schedule to staff.

Experience Required to Perform Essential Job Functions

High school diploma or GED supplemented with vocational/technical training and three (3) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Requirements

EXHIBIT C

No license requirements.

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

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to evaluate performance of assigned employees.
- Ability to recommend the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply and divide.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including timesheets, expense reports, Scheduling of Courthouse events, Scheduling of Parking and Costs for events, insurance and bonding firm's permits, checks and roadway opening permit requests.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, reference manuals, permit books, street guide and sewer plans.
- Ability to prepare activity reports, monthly inspector reports, sanitation and storm permits, wedding event schedules and leases, databases and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve as a first-line supervisor, provide lead worker influences, record, deliver, and file information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret engineering and related terminology and language.
- Ability to communicate with supervisor, employees of other sections, consultants, contractors, inspectors, wedding parties, homeowners, government agencies and administrators.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Database Administrator	Class Number:	1053104
FLSA:	Exempt	Pay Grade:	15B
Dept:	Information Technology Department		

Classification Function

The purpose of this class is to monitor, design, implement and coordinate database operations and assigned application systems to ensure data integrity and efficient operation.

Distinguishing Characteristics

This is a technical, advance journey level classification, working under direction from the unit manager. The employee in this class is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class is distinguished from the Database Administrator in that the senior level has more extensive database, computer networking, computer architecture, operating system, and programming knowledge and experience and assists and instructs the lower level class.

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%

- Monitors database systems and analyzes, designs, and implements physical and logical database designs to ensure optimal performance, system availability, data integrity and consistency and security of data; monitors online performance of programs and growth of databases; creates and maintains strategies for monitoring and maintaining the databases; executes disaster recovery preparation by backing up and restoring databases; installs and configures software; provides application support work and enhancements; extracts, transforms, loads and queries data from various sources; documents procedures; creates and enforces standards; tunes databases.

35% +/- 10%

- Troubleshoots and resolves application and maintenance anomalies involving databases, server operating systems, networks, applications, websites and programming code; conducts program code and database design reviews; researches and develops new software fixes and solutions; installs patches and upgrades; designs and coordinates creation and modification of databases and data warehousing solutions; maintains County backup system; prepares system securities; utilizes a variety of software in order to schedule execution for reorganization of databases, to execute recovery, to back up databases, and to schedule execution for space allocation; uses software utilities for file management and maintenance; conducts database migrations.

20% +/- 10%

- Collaborates with system and network administrators on best practices for database environment configuration, application and system upgrades and capacity planning; researches, evaluates and provides recommendations on other database systems; mentors developers on best practices for software development, programming standards, change control and database design.

5% +/- 10%

- Provides advisory help and support work for mainframe platforms and client server platforms; advises and instructs others regarding database operations and procedures; responds to service calls and fixes for database systems.

EXHIBIT D

Senior Database Administrator

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science, engineering, business administration or a related field and six (6) years related experience including database administration and development; software development, programming, and data modeling; 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

Data Utilization

- 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.

Physical Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities; may provide oversight, assistance and training to lower level positions.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including diagnostic reports, performance charts and queries, data flow, technical environment and entity-relationship diagrams, context diagrams, performance, reorganization, space utilization, backup, database integrity, monitoring and index data, transaction logs, transaction count reports, requirement documents, and programming code.
- Ability to comprehend a variety of reference books and manuals including data dictionary, database reference books, requirement and instruction documents, entity-relationship diagrams, programming code, technical environment diagrams, server books, software manuals and documentation, installation/upgrade guides, and maintenance documentation.
- Ability to prepare documentation, diagnostic reports, performance charts and queries, dataflow diagrams, context diagrams, database and system diagnostics, production reports, assessments, standards documents, change control documents, instructions documents and other job related

Senior Database Administrator

documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

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- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with working groups, users, vendors, peers, and employees of own and outside departmental and administrators.
- Ability to use and interpret computer terminology and programming languages.

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:	Case Manager	Class Number:	1056261
		Pay Grade:	6

Departments:	Justice Affairs, only
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Classification Function

The purpose of this classification is to assist clients create and follow through with a case management plan consistent with their assessment diagnosis, level and type of care.

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.

- Assists clients create and follow through with a case management plan consistent with their assessment diagnosis, level and type of care (e.g. – conducts interviews and assists clients with accomplishing the goals of their case management plan and self-sufficiency; determines immediate and long-term needs, employability and identify key barriers or assets in client self-sufficiency; communicates with service providers to evaluate client progress, offer counsel and guidance; maintains regular face-to-face contact with clients).
- Maintains case documentation (e.g. – enters collect data, progress notes and all other relevant information to assist clients and to comply with program requirements; reviews and verifies all documentation submitted to support request for assistance in accordance with program guidelines; explains to clients their rights, responsibilities, required actions, and other available services based on the clients' ability to be successful).
- Travels to assist clients with specific case management needs.
- Conducts other case management activities (e.g. –reviews client assessment and activity prior to meetings; prepares case summaries and reports).
- Attends meetings and training sessions.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in social work or related field with six months of related experience; or any equivalent combination of training and experience.

EXHIBIT E

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, copier, fax, and phone.
- Ability to operate motor vehicle.
- Ability to use breathalyzer.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform calculations utilizing algebra.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including assessments, client verification of work, progress reports from treatment, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including ODADAS, Statistical Manual of Disorders, office policies, and other operational policies and procedure manuals.
- Ability to prepare case management plans, progress reports, 90 Day Reviews, urinalysis request forms, memos, 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, maintains confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret counseling terminology and language.
- Ability to communicate effectively with case managers, Courts, referred agencies, clients, clients' family and friends, other agencies, supervisors, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment. However, regular travel to clients is required.

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:	Central Services Operations Manager	Class Number:	1044111
		Pay Grade:	15

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to manage the ongoing business operations of the following Central Services divisions: Reproduction Services, Communications, Mail Services, Parking Services, Fleet Services and Health & Safety Services. This classification is also responsible for direct supervision of an administrative support employee and the supervisors of the above divisions.

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.

- Manages the ongoing business operations of the following Central Services divisions: Reproduction Services, Communications, Mail Services, Parking Services, Fleet Services and Health & Safety Services (e.g.- manages and monitors the operating and capital budgets of each division; administers contractual agreements with vendors and consultants for all divisions which includes reviewing quotes and proposals, and negotiating contracts; establishes annual performance indicators/measures for the divisions; monitors and reports the achievement of these performance indicators/measures; communicates with officials from other County agencies and departments in order to meet their needs and to ensure customer service).
- Directly supervises an administrative support employee and the supervisors of the following Central Services divisions: Reproduction Services, Communications, Mail Services, Parking Services, Fleet Services and Health & Safety Services (e.g.- recommends the selection of new employees and the transfer/promotion of current employees; recommends the discipline or discharge of employees; assigns and reviews completed work assignments; prepares employee performance evaluations; approves employee leave requests; monitors use of leave).
- Plans and develops future business operations to meet goals and objectives (e.g.- develops and recommends new programs for the divisions that enhance services and/or save money; develops and drafts new policies and procedures; identifies operating and capital budgetary needs, assesses feasibility, and incorporates them into future operating and capital budgets; develops and proposes changes to personnel assignment and organizational structure to achieve optimal business operations).
- Performs related administrative responsibilities (e.g.- prepares monthly report of divisional activities for the department Director; receives and responds to verbal, written and electronic inquiries and information; maintains related records).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in public administration or business administration with six years of public administration or facilities operations experience, or any equivalent combination of training and experience.

Additional Requirements

No additional 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 and printer, fax machine, calculator, copier and telephone.

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 comprehend a variety of informational documents including fiscal reports, division statistics and reports, bid specifications, consultant invoices, employee time sheets, employee leave requests, written and electronic communications, and related reports and records.
- Ability to comprehend a variety of reference books and manuals including State Purchasing Contracts, Buyers Laboratory Index, OSHA rules and regulations, NAPA Used Car Guide, Nortel Planning Guide, Ohio Civil Service Laws and Rules Annotated, Ohio Revised Code, Personnel Policies and Procedures Manual, equipment handbooks and operating manuals, and County policies and procedures manuals.
- Ability to prepare performance indicators/measures, bid specifications, monthly reports, board actions, budget proposals, employee performance appraisals, electronic presentations, paper and electronic 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, mechanical, human resources, and telecommunications terminology and language.
- Ability to communicate with elected officials, department director, other County directors and administrators, sales representatives, vendors and consultants, subordinate employees, customers 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:	Clinical Services Manager	Class Number:	1056332
FLSA	Exempt	Pay Grade:	13

Departments:	Justice Affairs, only
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Classification Function

The purpose of this classification is to manage all aspects of the both the Treatment Alternative to Street Crime (TASC) programs and Treatment Services clinical components and supervise personnel providing clinical services.

Essential Duties and Responsibilities

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

- Manages all aspects of the TASC programs and Treatment Services clinical components (e.g.- manages clinical drug and alcohol assessments, clinical treatment plans, 90 day plan reviews, and discharge summaries; coordinates chart reviews in order in order to maintain and monitor State compliance along with clinical appropriateness; coordinate service contracts between treatment providers, the Department, and the court system; prepares written case summaries and other forms of communication to the court system; serves as the clinical expert on relevant TASC operations; represents TASC on all appropriate clinical matters).
- Supervises personnel involved in the provision of clinical services (e.g.- provides work direction and reviews completed work; evaluates performance; interviews and selects new employees and recommends promotions; responds to employee problems and issues; supervises in-service training programs for new employees; provides clinical supervision to licensed professional providing counseling services).
- May advanced-level counseling and consultation services (e.g.- may provide individual counseling to select group of clients; may provide counseling to clients' families who are in need of additional support; may conduct chemical dependency assessments of adult and adolescent clients; may conduct psychological and mental status assessments of senior citizen clients).
- Evaluates and monitors federal research projects ongoing implementation and progress.
- Performs miscellaneous duties related to coordination of clinical services (e.g.- serves as management team member; participates actively in continuous quality and performance improvement of TASC program services; may serve as staff representative on the Juvenile Justice Committee; prepares monthly reports on Clinical Coordination activities).

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in social work or counselor with six years of social work experience; a scope of practice in chemical dependency, or any equivalent combination of training and experience.

Additional Requirements

Must hold License of Independent Social Worker (LISW-S) or License of Professional Clinical Counselor (LPCC-S) or Licensed Independent Chemical Dependency Counselor (LICDC) in the State of Ohio and licensure to diagnose in the State of Ohio.

EXHIBIT G

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, telephone 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 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 comprehend a variety of informational documents including caseloads, individual treatment plans, chemical dependency diagnostics, monthly reports, program proposals, psychological and psychiatric reports, productivity reports, daily attendance records and other reports and records.
- Ability to comprehend a variety of reference books and manuals including social work journal, PDR Manual, social work reference books, DSM IV and personnel policy manuals.
- Ability to prepare weekly and monthly reports, statistical reports, progress reports, annual reports, diagnostics reports, performance evaluations, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage and supervise others, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret chemical dependency, counseling, legal and medical terminology and language.
- Ability to communicate effectively with supervisor, training officer, Juvenile Court liaison, intake coordinator, social workers, clients, aftercare staff, families, Juvenile Court Judges and psychological, psychiatric, medical and school personnel.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work involves responding to crisis situations.

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:	CRIS Center Manager	Class Number:	1053171
Departments:	Justice Affairs, only		

Classification Function

The purpose of this classification is to manage information technology activities of the Cuyahoga Regional Information System (CRIS), provide computerized criminal justice information to various criminal justice agencies, and supervises information technology and administrative 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.

- Manages information technology activities of the Cuyahoga Regional Information System (CRIS) (e.g. - plans, directs, and monitors activities; develops, evaluates, and maintains standards for system design, program development, system documentation, production control, computer operations, data entry and user interface; facilitates the research and development of new technologies to improve and enhance client services; evaluates systems in terms of efficiency, feasibility and cost; makes recommendations for appropriate systems update).
- Provides computerized criminal justice information to various criminal justice agencies (e.g. - collects, manages, and distributes computerized criminal justice information to various criminal justice agencies; facilitates the coordination of new subscriber orientation and training; insures agency and user compliance with rules and regulations established by the Ohio Law Enforcement Automated Data System (LEADS) and the Federal Criminal Justice Information System (CJIS); provides CRIS user advocacy through active participation in appropriate criminal justice forums; consults with information technology personnel of other jurisdictions to meet agency needs and to exchange information regarding computer systems).
- Performs supervisory duties (e.g. - supervises information technology personnel such as network managers, certified network engineers, systems analysts, and programmers, etc.; interviews applicants; makes recommendations to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline employees; trains employees; makes staffing recommendations; handles personnel complaints and grievances).
- Performs administrative duties (e.g. - represents agency at local, State and national meetings and workshops; facilitates and supports the CRIS Board of Advisers; manages overall budget planning, management and fiscal reporting; maintains cost accounting and fiscal controls; oversees vendor contract negotiation and management; responsible for equipment/asset inventory and management; prepares correspondence and documentation; prepares crime statistics data and various other reports; develops and maintains newsletter; prepares, reviews and disseminates CRIS Board of Advisers' minutes and committee minutes; consults with State and Federal officials; establishes and maintains contacts with users of systems and programs to determine needs and explain systems developed).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in public administration, law enforcement or a related field with nine years of related experience including law enforcement experience with program and grants management and three years in a supervisory capacity; or any equivalent combination of training and experience.

Additional Requirements

Ohio L.E.A.D.S. Certification is required after employment.

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, mainframe computer, printer, plotter, overhead projector, computer projector, adding machine, shredder, 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 approve the transfer, promotion or salary increase of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including accounting reports, crime reports, system reports, monthly invoices, user statistics and other reports and records.
- Ability to comprehend a variety of reference books and manuals including CRIS Manual, L.E.A.D.S. Manual, NCIC Manual, computer manuals and handbooks, and the Ohio Revised Code.
- Ability to prepare budgets, correspondence, memos, financial documents, 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, to follow instructions.
- Ability to use and interpret legal and law enforcement terminology and language.
- Ability to use and interpret computer systems and computer programming terminology and language.
- Ability to communicate effectively with Directors, managers, supervisors, other County employees, law enforcement personnel, city, state and federal 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

Class Title:	Financial System Administrator-Financial Analyst	Class Number:	1055141
		Pay Grade:	13

Departments:	Office of Budget and Management, only
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Classification Function

The purpose of this classification is to assist in planning and managing the activities and operations of the budget/forecast system operations.

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.

- Assists in planning and managing the activities and operations of the budget/forecast information system operations (e.g. develops and implements plan that meets short and long-term information needs of the department; develops, evaluates and maintains standards for system design and application development; modifies or develops systems to accommodate changes in financial policies or budget techniques; evaluates effectiveness of information system and processing functions; serves as liaison to other County departments; may serve as lead member on special project team).
- Assists in providing computer software technical support and assistance to end-users in County departments. (e.g. oversees installation and maintenance of software and associated hardware systems; monitors problems with software programs or supporting hardware and makes or initiates corrections; prepares procedural manuals; maintains system documentation; prepares and designs queries and reports utilizing report writer tools and database query languages (e.g. SQL); prepares graphs, etc. to present financial, statistical and descriptive program/service level activity; conducts software training sessions for OBM staff and Agency fiscal officers).
- Assists in developing and coordinating new project development and system changes (e.g. designs enhancements to current automated systems; determines requirements for development of system modifications to existing systems; designs action plans for system development).
- Performs budget preparation and maintenance duties (e.g. participates in the preparation of the tax and operating budget; develops, prepares and monitors revenue estimates for General Fund, Health & Human Service Levies and Debt Service; participate in developing and preparing monthly and quarterly forecast reports and County Annual Budget documents).
- Assists in the sale of notes and bonds by coordinating information among bond counsel, underwriters, trustees, banks, Director, Administrators, and Commissioners; prepares requests for proposals; assist in hiring consultants; assist in coordination and managing proposed debt; assist in maintaining the County's note and bond ratings by preparing information of County operations for the rating agencies.
- Performs cost allocation duties. (e.g. prepares billing rates for Jail; develops the indirect cost plan; prepares invoices and pursues collections; serves as staff on the Investment Advisory Working Group; assist in the identification and development of revenue enhancement alternatives)
- Performs capital budget management duties. (e.g. participates in capital planning and budget process; monitors revenue and expenditures in capital improvement funds; evaluates proposals for new or expanded projects; develops funding recommendation and rationale).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business or information management or related field with two years of experience in financial information system support; 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, printer, adding machine, copy machine, fax 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 apply the basic principles of algebra and descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including informational documents, forecast reports, FAMIS reports, project plans, billing invoices, vouchers, departmental financial statements, letters, warrants, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including budget system manuals, personnel policy manuals, administrative procedures, accounting manuals, fiscal handbooks, financial compliance guidelines, etc.
- Ability to prepare budget/forecast reports, revenue reports, descriptive statistical reports, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret budget system and accounting terminology and language.
- Ability to communicate effectively with immediate supervisor, vendors, other County employees, State Auditor's employees, external auditors, subordinates, 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:	Laboratory Analyst	Class Number:	1064212
		Pay Grade:	7

Departments:	Community Services, only
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Classification Function

The purpose of this classification is to examine water quality through chemical and biological testing in the County's wastewater/water laboratory.

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.

- Examines water quality through chemical and biological testing in the County's wastewater/water laboratory (e.g.- performs laboratory analysis according to accredited practices and procedures; enters analysis results in computer data base; interprets results of analysis for field application; responsible for chain of custody of in-coming samples).
- Maintains laboratory equipment and supplies (e.g.- calibrates equipment; prepares reagents; maintains inventory of chemicals and supplies; cleans glassware).

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational or technical education in laboratory analysis with one year of experience with laboratory analysis techniques; or any equivalent combination of training and experience.

Additional Requirements

Must hold certification of Laboratory Analyst I.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety laboratory equipment including pH meter, balance, autoclave, microscope, incubator, still, spectrophotometer, specific ion meter, oven, furnace, and dishwasher.
- Ability to operate a computer.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including wastewater treatment plant operating data, environmental protection agency reports, correspondence and various reports and records.

- Ability to comprehend a variety of reference books and manuals including standard methods publications, equipment manuals, safety manual, methods of operation, computer program manuals and MSDS sheets.
- Ability to prepare bench sheets, plant performance reports, flow charts, graphs, and work orders 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 laboratory terminology and language.
- Ability to communicate effectively with supervisor, laboratory assistants, Environmental Protection Agency personnel, superintendent and other County employees.

Environmental Adaptability

- Work is performed in a laboratory environment with exposure to odors, toxic agents and chemicals.

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:	Laboratory Supervisor	Class Number:	1064214
		Pay Grade:	11

Departments:	Development, only
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Classification Function

The purpose of this classification is to supervise laboratory analysts and laboratory assistants collecting samples and examining water quality through chemical and biological testing in the County's wastewater/water laboratory.

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.

- Supervises laboratory analysts and laboratory assistants collecting samples and examining water quality through chemical and biological testing in the County's wastewater/water laboratory (e.g. - assigns work and reviews work completed; provides job training and instruction; evaluates employee performance; recommends discipline and promotion).
- Performs tasks related to administration of the laboratory (e.g.- assists with development of operating budget; prepares requisitions for equipment, chemicals and supplies; develops, implements and monitors laboratory hygiene plan; coordinates sample collection with outside entities).
- Responsible for all laboratory reporting (e.g.- develops flow charts and graphs to track and document plant's performance; prepares cost figures for all analyses).
- Examines water quality through chemical and biological testing in the County's wastewater/water laboratory (e.g.- performs laboratory analysis according to accredited practices and procedures; enters analysis results in computer data base; interprets results of analysis for field application; responsible for chain of custody of in-coming samples).
- Maintains laboratory equipment and supplies (e.g.- calibrates equipment; prepares reagents; maintains inventory of chemicals and supplies; cleans glassware).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in chemistry or related field with three years of experience with laboratory analysis techniques; or any equivalent combination of training and experience.

Additional Requirements

Must hold certification of Laboratory Analyst III or IV.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety laboratory equipment including pH meter, balance, autoclave, microscope, incubator, still, spectrophotometer, specific ion meter, oven, furnace, and dishwasher.
- Ability to operate a computer.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including analytical results, wastewater treatment plant operating data, environmental protection agency reports, purchase orders, requisitions, budget documents, correspondence and various reports and records.
- Ability to comprehend a variety of reference books and manuals including standard methods publications, equipment manuals, safety manual, methods of operation, computer program manuals, MSDS sheets and personnel policy manuals.
- Ability to prepare bench sheets, plant performance reports, Environmental Protection Agency reports, Health Department reports, flow charts, graphs, training requests, employee performance evaluations, and work orders using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel and supervise employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret laboratory and personnel terminology and language.
- Ability to communicate effectively with superintendent, laboratory analysts, laboratory assistants, Environmental Protection Agency personnel, other laboratories, clients and other County employees.

Environmental Adaptability

- Work is performed in a laboratory environment with exposure to odors, toxic agents and chemicals.

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:	Mover Supervisor	Class Number:	1031112
		Pay Grade	6

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to supervise movers and to plan and coordinate furniture and box moves according to County and/or department needs.

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.

- Supervises movers (e.g.- maintains daily attendance records; assigns and reviews work; completes payroll; provides training and instruction; authorizes overtime when necessary; responds to employee complaints; maintains employee records).
- Plans and coordinates furniture and box moves according to County and/or department needs (e.g.-coordinates moving crew and use of County equipment to meet work demands; receives and reviews list of furniture for delivery; receives and reviews list of boxes for delivery; reviews office diagrams for deliveries; stores County furniture and equipment for auction; inspects County vehicles used by movers).
- Performs moving duties (e.g.- drives County trucks and vans; moves office furniture and boxes both inter-office and site to site; collects recyclable materials).
- Operates other equipment such as forklift, snowplow truck, salt spreader truck and front-end loader.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with five years of moving 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, typewriter, adding machine and telephone.
- Ability to operate a variety of moving equipment including box truck, van, snowplow truck, forklift, salt spreader truck, and front-end loader.

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 evaluate the performance of other employees.

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 payroll documents, vendor invoices, work orders, incident reports, inspection reports, delivery slips, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including County policies and procedures manuals and equipment operating manuals and personnel policy manuals.
- Ability to prepare payroll documents, incident reports, attendance records, work orders, accident reports, supply inventory, equipment inventory, delivery log, inspection 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 explain procedures, to record and deliver information, to follow instructions.
- Ability to communicate with supervisors, movers, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment with exposure to travel conditions.

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:	Nurse Practitioner - Corrections	Class Number:	1059211
FLSA:	Exempt	Pay Grade:	16
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to perform physical assessments, psycho-social assessment and management of patient primary health care; to examine patients with acute and chronic medical conditions, and develop a plan of care; and to act as a positive and cooperative team member and resource within the Correctional Institution.

Distinguishing Characteristics

This is a professional level classification, performing responsible and specialized professional functions and tasks under medical direction from a licensed physician and administrative direction from the Medical Director. Nurse Practitioners provide primary health care services and other clinical procedures that require possession of advanced knowledge and skills and the exercise of a high degree of clinical judgment in the assessment, diagnosis and treatment of patients. Work is performed with considerable independence and is guided by internal policies and protocols and physician-approved guidelines. Work is evaluated through chart review, consultations, conferences and the observation of the results.

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% +/- 15%
 - In collaboration with and under the general direction of a designated physician and in accordance with standardized procedures and licensure requirements, assesses client health by obtaining medical/health history, performing physical examinations, and initiating appropriate diagnostic and screening tests; evaluates findings and results and prescribes medical treatment, referring complex or emergent cases as appropriate.
- 20% +/- 5%
 - Interprets data, develops and implements therapeutic plans and follows through on the continuous care of patients; provides night, weekend and holiday medical triage and authorizations via telephone.
- 10% +/- 5%
 - Participates in a variety of meetings and conferences with other staff members/service providers regarding client care, services, and other administrative matters; acts as professional resource to other staff, service providers, and/or programs regarding illness, diagnosis, treatment, and services available.
- 5% +/- 5%
 - Maintains accurate records of assessments, evaluations, treatments and follow-up; participates in development of programs and administrative procedures.

EXHIBIT M

Nurse Practitioner - Corrections

5% +/- 5%

- Counsels assigned patients; discusses treatment options with patients and provides necessary information for educated decision-making process; maintains compliance with confidentiality requirements.

Minimum Training and Experience Required to Perform Essential Job Functions

Master's of Science Degree in Nursing with one year of clinical practice experience performing responsible patient evaluations and treatment of patients from diverse cultural and ethnic backgrounds;

Additional Requirements

Possession of a valid license to practice as a Registered Nurse and certification as a Nurse Practitioner issued by the Ohio Board of Registered Nursing.

DEA certificate.

Requires current, valid CPR certification.

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.; sit at a desk and in meetings for long periods of time; mobility to work in both office and clinical settings and to travel to various sites; strength to lift, carry and position supplies and equipment; touch in order to conduct physical health assessments.

Supervisory Responsibilities

No supervisory responsibilities. Oversees, monitors, and participates in the establishment and maintenance of sensitive and confidential medical records,

Mathematical Ability

- Ability to add, subtracts, multiply, divide and calculate ratios 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 reference books and manuals including Manual of Clinical Skills, Physician's Desk Reference, local, state and federal rules, regulations and laws, county and department policies, procedures, rules and regulations, professional association newsletters, textbooks, and journal articles.
- Ability to prepare documentation, medical records, prescriptions, notes, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Nurse Practitioner - Corrections

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including various cultural and ethnic groups in a tactful and effective manner.
- Ability to use and interpret medical terminology and language.
- Ability to communicate with patients, working groups, administrators and employees of own department and with outside departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an indoor/office environment in a County jail.

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:	Psychologist - Corrections	Class Number:	1059111
FLSA:	Exempt	Pay Grade:	14
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to perform psychological evaluations and therapeutic treatment of assigned patients; to develop, monitor, and evaluate appropriate treatment plans designed to assist in offender rehabilitation and reintegration; to evaluate patients as to readiness for parole and release; to perform and monitor a variety of administrative tasks/functions in support of assigned services; and to act as a positive and cooperative team member and resource within the Correctional Institution.

Distinguishing Characteristics

This is a professional level classification, performing highly responsible and specialized professional functions and tasks in a very independent manner. Administrative direction is received from a member of senior management. Employees are required to balance their role as both a therapist and evaluator for parole and release. Employees in these job classes may provide administrative direction to professional level contractors and/or private service providers as well as assigned County staff. This class may have programmatic, clinical, and administrative responsibilities, and requires a high degree of professional level knowledge and expertise as well as excellent organizational and communication skills.

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% +/- 15%
- Performs individual and group therapy psychological evaluations of patients' mental, emotional, and behavioral status and develops appropriate treatment/therapy plans based on symptoms and behaviors; applies direct psychological services with patients, evaluation of the jail population, patient management, and release evaluation and recommendations.
- 20% +/- 5%
- Oversees and monitors the work of in-house and contract clinicians and therapists; refers patients to a Psychiatrist for prescribing of psychotropic medications, as necessary; reviewing success and appropriateness of treatment plans; modifying treatment plans in response to patients' needs and symptoms.
- 10% +/- 5%
- Participates in a variety of meetings and conferences with other staff members/service providers regarding patient care, services, and other administrative matters; acts as professional resource to other staff, service providers, and/or programs regarding psychological treatment, and services available; provides night, weekend and holiday medical triage and authorizations via telephone.

EXHIBIT N

Psychologist - Corrections

5% +/- 5%

- Supervises, oversees, monitors, and participates in the establishment and maintenance of sensitive and confidential patient records, prepares a variety of reports and records, and maintains documentation of patient contact in accordance with departmental and statutory regulations and procedures.

5% +/- 5%

- Counsels assigned patients; discusses treatment options with patients and provides necessary information for educated decision-making process; maintains compliance with confidentiality requirements.

Minimum Training and Experience Required to Perform Essential Job Functions

Graduation from an accredited graduate school with a Doctorate in Psychology (Ph.D.) in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation; two years of professional experience providing psychological counseling and evaluations of patients; some professional level experience performing responsible patient evaluations and treatment of patients from diverse cultural and ethnic backgrounds.

Additional Requirements

Possession of a valid license as a Psychologist issued by the state of Ohio.

Requires current, valid CPR certification.

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.; sit at a desk and in meetings for long periods of time; mobility to work in both office and clinical settings and to travel to various sites; strength to lift, carry and position supplies and equipment.

Supervisory Responsibilities

No supervisory responsibilities. Oversees, monitors and participates in the establishment and maintenance of sensitive and confidential medical records.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform 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 development of goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.

Psychologist - Corrections

- Ability to comprehend a variety of reference books and manuals including Diagnostic and Statistical Manual of Mental Disorders, Practice Guidelines for the Treatment of Psychiatric Disorders, local, state and federal rules, regulations and laws, county and department policies, procedures, rules and regulations, professional association newsletters, textbooks, and journal articles.
- Ability to prepare documentation, records, notes, recommendations and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including various cultural and ethnic groups in a tactful and effective manner.
- Ability to use and interpret medical and psychological terminology and language.
- Ability to communicate with patients, working groups and employees of own department and with outside departmental employees and administrators.

Environmental Adaptability

- Work is typically performed in an office environment in a County jail.

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:	Sewer Maintenance Manager	Class Number:	1043123
		Pay Grade:	13

Departments:	Sanitary Engineer, only
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Classification Function

The purpose of this classification is to manage sewer maintenance schedules, budgets and programs and to supervise sewer maintenance supervisors.

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.

- Manages sewer maintenance schedules, budgets and programs (e.g. - develops and modifies programs, policies and procedures; administers and monitors the division's budget; approves equipment and supply expenditures; establishes production goals; maintains inventory control system; maintains contact with public officials, service directors and other agencies; completes required reports).
- Supervises sewer maintenance supervisors (e.g.- supervises and instructs subordinate personnel; recommends employee selection, transfer, promotion, and discipline; delegates authority and responsibility to subordinates; determines work schedules; investigates and resolves employee problems; prepares and reviews performance evaluations; ensures training requirements are met).
- Oversees sewer maintenance activities (e.g. - coordinates, directs, and monitors sewer maintenance activities; develops and coordinates capital repair projects; schedules repair assignments; inspects job sites; responds to telephone and written inquiries and complaints).

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational/technical training in sanitation with six years of sewer maintenance including three years in a supervisory capacity, or any equivalent combination of training and experience.

Additional Requirements

Requires the minimum of an Ohio Class II Wastewater Operators License.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of equipment and tools such as a personal computer, fax machine, blue print copier, and telephone.
- Ability to perform on-site inspections.
- Ability to discriminate between colors and odors.

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, calculate decimals and percentages, interpret basic descriptive statistical reports, apply algebraic equations.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including reports such as budget and production reports, time sheets, job applications, specifications, maps, blue prints, memorandum, letters, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including maps, blue prints, safety manuals, equipment books, materials texts, product journals, and management, operation, and personnel policy manuals.
- Ability to prepare reports such as maintenance, production goal, and annual reports, letters, job and budget requests, memorandum, performance evaluations, specifications, 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, to follow instructions.
- Ability to communicate with supervisors, field crew, mechanics, engineers, County and city employees.

Environmental Adaptability

- Work is typically performed in an office environment. Must be able to respond to routine and emergency field conditions.

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:	Telecommunications Coordinator	Class Number:	1053161
		Pay Grade:	7

Departments: All departments

Classification Function

The purpose of this classification is to coordinate, schedule and track all customer activity for telephone and voice mail systems.

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.

- Coordinates, schedules and tracks all customer movement for telephone and voice mail systems (e.g. – coordinates, schedules and tracks all customer moves, additions, and changes; serves as primary contact for all service requests and installation requests; maintains equipment standards; keeps telephone system, cable, and voice mail records and forwards invoices and paperwork).
- Develops schedule to determine departmental system needs.
- Coordinates communications and reports (e.g. – oversees vendors activities; prepares monthly reports; maintains equipment standards; coordinates cabling; attends meetings needs).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science, telecommunications or a related field and one year of related 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, tone generator, inductive amplifier, printers, and telephone.
- Ability to move and install telecommunications equipment.

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 periodicals, source materials, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including various computer manuals and PBX manual.
- Ability to prepare monthly reports, flow charts, memos, procedural manuals, 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, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret telecommunications, computer and computer software terminology and language.
- Ability to communicate effectively with managers, supervisors, other County employees, the general public, and vendors.

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:	Telecommunications Coordinator Supervisor	Class Number:	1053162
		Pay Grade:	11

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to and supervise telecommunications coordinators and coordinate the County's telephone services and cabling.

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.

- Supervises telecommunications coordinators and other lower level staff (e.g.- assigns and plans work; reviews work to ensure standards are met; responds to employee problems; monitor staff productively; prepares employee performance evaluations, as scheduled or required; recommends and administers disciplinary procedures; conducts staff meetings).
- Coordinates the County's telephone services and cabling (e.g. – recommends County direction for telecommunications; designs telephone systems with customers including data and voice cabling; serves as a liaison between the Central Services Department and the Information Services Center to insure cabling and network compatibility).
- Coordinates procurement process for telecommunications services (e.g.- develops specifications for procurement of cellular phones, pagers, and long distance services; procures services for inmate and public pay phones; approves expenditures for telephone equipment).
- Performs miscellaneous duties to support telecommunications coordination activities (e.g.- prepares monthly reports and budget estimates; prepares correspondence and memorandums).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in computer science, telecommunications or a related field and three years of related 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, tone generator, inductive amplifier, scanner, fax machine, printers, and telephone.
- Ability to move and install telecommunications equipment.

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 and to act on employee problems.

- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of 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, and geometry.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including periodicals, source materials, cabling reviews, communications review, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including various telecommunications manuals, blue prints, floor plans, and personnel policy manuals.
- Ability to prepare monthly reports, memos, procedural manuals, employee performance appraisals, 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, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret telecommunications, computer and computer software terminology and language.
- Ability to communicate effectively with directors, elected officials, managers, supervisors, 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Telecommunications Customer Service Representative	Class Number:	1016111
		Pay Grade:	4

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to provide assistance to all County departments on communication issues including telephones, cellular phones, and pagers.

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.

- Provides assistance to all County departments on communication issues including telephones, cellular phones, and pagers (e.g.- provides responsive assistance to departments in the analysis of their voice communication needs; logs and processes departments' service requests and complaints; recommends appropriate solutions; obtains pricing information; orders equipment and services as directed by supervisor; re-assesses department's needs, equipment, and line configurations).
- Processes billings for telecommunications equipment and services (e.g.- identifies discrepancies with billings; verifies all equipment and services billed are being used; verifies cost centers; verifies cost-breakdowns for multi-cost center accounts; identifies disconnected and invalid equipment and services; obtains credits when appropriate; assists departments identify charges on bills for budget and reporting purposes).
- Maintains vendor rapport and knowledge of current trends in products, services, standards, procedures, and costs.
- Maintains documentation on all position procedures, processes and functions.
- Performs other related duties (e.g.- monitors the progress of installations and changes to verify completion; conducts training; makes appropriate changes in centrex-mate, as directed).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and three years of related 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, pagers, calculator, copier and fax machine.

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 invoices, debit memos, credit memos, warrants, vouchers, and other financial reports and records.
- Ability to comprehend a variety of reference books and manuals including computer applications handbooks and policies and procedures manuals.
- Ability to prepare daily, weekly, monthly, or annual activity, invoices, cancel check orders, letters, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to follow instructions, record and deliver information and to explain procedures.
- Ability to use and interpret basic telecommunications and bookkeeping terminology and language.
- Ability to communicate with the supervisor, clients, contractors, 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Telecommunications Customer Service Representative Supervisor	Class Number:	1016112
		Pay Grade:	6

Departments:	Central Services, only
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Classification Function

The purpose of this classification is to supervise Telecommunications Customer Service Representatives and provide assistance to all County departments on communication issues including telephones, cellular phones, and pagers.

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.

- Supervises Telecommunications Customer Service Representatives and other lower level staff (e.g. – assigns and plans work; reviews work to ensure standards are met; responds to employee problems; monitor staff productively; prepares employee performance evaluations, as scheduled or required; recommends and administers disciplinary procedures; conducts staff meetings).
- Provides assistance to all County departments on communication issues including telephones, cellular phones, and pagers (e.g.- provides responsive assistance to departments in the analysis of their voice communication needs; logs and processes departments' service requests and complaints; recommends appropriate solutions; obtains pricing information; orders equipment and services as directed by supervisor; re-assesses department's needs, equipment, and line configurations).
- Coordinates invoices/receivables for telecommunications equipment and services (e.g.- identifies discrepancies with billings; verifies all equipment and services billed are being used; monitors collections of accounts receivables; verifies cost centers; verifies cost-breakdowns for multi-cost center accounts; identifies disconnected and invalid equipment and services; obtains credits when appropriate; assists departments identify charges on bills for budget and reporting purposes).
- Maintains vendor rapport and knowledge of current trends in products, services, standards, procedures, and costs.
- Maintains documentation on all position procedures, processes and functions.
- Performs other related duties (e.g.- monitors the progress of installations and changes to verify completion; conducts training).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and three years of related 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, pagers, printer, calculator, copier and fax machine.

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 and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of 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 comprehend a variety of informational documents including invoices, debit memos, credit memos, warrants, vouchers, and other financial reports and records.
- Ability to comprehend a variety of reference books and manuals including computer applications handbooks and policies and procedures manuals.
- Ability to prepare daily, weekly, monthly, or annual activity, invoices, cancel check orders, letters, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret basic telecommunications and bookkeeping terminology and language.
- Ability to communicate with the supervisor, clients, contractors, vendors, 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:	Fingerprints Lab Supervisor	Class Number:	1071234
FLSA:	Exempt	Pay Grade:	17
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise and participate in the daily operations of the Fingerprints unit including examination and processing physical evidence suspected of bearing finger, palm and foot prints; evaluate and conduct comparison of questioned prints to known standards; assist local agencies with requests for identification; prepare and enter latent print evidence into an Automated Fingerprint Identification System (AFIS); prepare charts and other material for demonstration of evidence in court; prepare reports for assigned casework and testify in the court of law.

Distinguishing Characteristics

This is a supervisory and managerial level classification. Incumbents in this class are expected to exercise discretion in applying goal and policy statements, in resolving any of the unit's service delivery problems and in supervising assigned staff. The employee is responsible for establishing and maintaining quality control, and ensuring proper preservation and documentation of evidence. This class provides instruction and assistance to staff as new technology becomes available, and is expected to current on methods, protocols, procedures applicable regulations, and methods for the analysis of data and reporting of results.

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%
 - Supervises assigned staff; prioritizes, assigns, reviews, and coordinates work; ensures that activities are completed on-time and accurately; ensures that rush case requests are handled properly and in a timely fashion; consults with staff to review work requirements, status, and problems; monitors and provides for training needs; prepares and conducts employee performance evaluations as scheduled or required; assists staff with complex or problem situations; responds to employee issues and concerns; manages case statistics.
- 40% +/- 10%
 - Conducts examination and processing physical evidence suspected of bearing finger, palm and foot prints; evaluates and conducts comparison of questioned prints to known standards; prepares and enters latent print evidence into an Automated Fingerprint Identification System (AFIS); prepares charts and other material for demonstration of evidence in court; prepares findings and issues reports based on the results of the examination; performs administrative and technical case review.
- 15% +/- 10%
 - Updates and/or drafts Standard Operating Procedures; reviews procedures to ensure compliance with accreditation guidelines; conducts legal and scientific research for new trends and developments affecting fingerprint examination; implements and enforces quality assurance procedures; ensures that proper safety procedures are followed.

EXHIBIT T

10% +/- 5%

- Communicates with a variety of individuals and groups; oversees lectures, internships, department tours, and detective requests; testifies in court; presents lectures to students, lawyers, and law enforcement personnel.

10% +/- 5%

- Ensures that supplies and equipment are available so that productivity is not interrupted; reviews purchase orders for technical accuracy; ensures that supplies and reagents are ordered in a timely fashion

5% +/- 5%

- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; validates new procedures and implements and trains analysts on new procedures; conducts unit meetings with staff.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in Biology, Chemistry, Forensic Science or closely related field with six (6) years experience performing comparison and identification of latent print material and related matter in a forensic laboratory; some supervisory experience is desirable; or an equivalent combination of education, training, and experience.

Additional Requirements

No certifications 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; ability to use a variety of laboratory tools and equipment, including a stereo microscope and comparison microscope.

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 and to act on employee problems.
- Ability to prepare employee performance evaluations and implement disciplinary procedures.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and understand college level algebra, geometry, and trigonometry.

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 record of evidence submissions, chain of custody records, record of evidence release, case final reports, requests for information release, subpoenas, and supply order requests.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, and instrument manuals.
- Ability to prepare case file reports, supply order requests, instrument maintenance logs, instrument calibration logs, departmental memos, and reports, standard operating procedures, quality assurance 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, convince and influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees/managers, supervisor, attorneys, law enforcement personnel, and students.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery.

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:	Firearms and Toolmarks Lab Supervisor	Class Number:	1071284
FLSA:	Exempt	Pay Grade:	17
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise and participate in the daily operations of the Firearms and Toolmarks unit including examination and interpretation of firearms evidence received by the unit; ensure proper handling and analysis of firearm evidence; inspect and test fire all kinds of firearms and examine fired ammunition recovered from a crime scene to determine if it was fired by a particular firearm, interpret results and prepare reports for casework and testify in the court of law.

Distinguishing Characteristics

This is a supervisory and managerial level classification. Incumbents in this class are expected to exercise discretion in applying goal and policy statements, in resolving any of the unit's service delivery problems and in supervising assigned staff. The employee is responsible for establishing and maintaining quality control, and ensuring proper preservation and documentation of evidence. This class provides instruction and assistance to staff as new technology becomes available and is expected to stay current on methods, protocols, procedures applicable regulations, and methods for the analysis of data and reporting of results.

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%
- Supervises assigned staff; prioritizes, assigns, reviews, and coordinates work; ensures that activities are completed on-time and accurately; ensures that rush case requests are handled properly and in a timely fashion; consults with staff to review work requirements, status, and problems; monitors and provides for training needs; prepares and conducts employee performance evaluations as scheduled or required; assists staff with complex or problem situations; responds to employee issues and concerns; manages case statistics.
- 40% +/- 10%
- Conducts examinations and comparisons of firearms, bullets, shells, casings, tool marks and other related items; applies instrumental, physical, and/or chemical techniques in the examination of firearm and tool mark evidence; disassembles, reassembles, renders safe, and tests firearms to determine operability, safety, and accuracy; documents unique characteristics and records physical parameters using measuring projections, micrometers, etc.; performs distance determination and examination of gunshot patterns with test standards; uploads into and reviews data from NIBIN, the National Integrated Ballistic Information Network; prepares findings and issues reports based on the results of the examination; performs administrative and technical case review.
- 15% +/- 10%
- Updates and/or drafts Standard Operating Procedures; reviews procedures to ensure compliance with accreditation guidelines; conducts legal and scientific research for new trends and developments affecting firearms examination; implements and enforces quality assurance procedures; ensures that proper safety procedures are followed.

EXHIBIT U

10% +/- 5%

- Communicates with a variety of individuals and groups; oversees lectures, internships, department tours, and detective requests; testifies in court; presents lectures to students, lawyers, and law enforcement personnel.

10% +/- 5%

- Ensures that supplies and equipment are available so that productivity is not interrupted; reviews purchase orders for technical accuracy; ensures that supplies and reagents are ordered in a timely fashion

5% +/- 5%

- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; validates new procedures and implements and trains analysts on new procedures; conducts unit meetings with staff.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in natural/physical science; successful completion from a training program and six (6) years of firearm/toolmark casework experience; some supervisory experience is desirable; or an equivalent combination of education, training, and experience. Successful completion from a training program and two years of firearms and toolmark casework experience (which may include time from the training program).

Additional Requirements

No certifications 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; ability to use a variety of laboratory tools and equipment, including a stereo microscope and comparison microscope.

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 and to act on employee problems.
- Ability to prepare employee performance evaluations and implement disciplinary procedures.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and understand college level algebra, geometry, and trigonometry.

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 record of evidence submissions, chain of custody records, record of evidence release, case final reports, requests for information release, subpoenas, and supply order requests.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, quality assurance manual, safety manual, training manual, and instrument manuals.
- Ability to prepare case file reports, supply order requests, instrument maintenance logs, instrument calibration logs, departmental memos, and reports, standard operating procedures, quality assurance 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, convince and influence others, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical and scientific and legal terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with staff, other departmental employees/managers, supervisor, attorneys, law enforcement personnel, and students.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery.

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:	Forensic Scientist 2 – Fingerprints	Class Number:	1071232
FLSA:	Exempt	Pay Grade:	11
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to examine and process physical evidence suspected of bearing finger, palm and foot prints; evaluate and conduct comparison of questioned prints to known standards; fingerprint deceased individuals for identification purposes; assist local agencies with requests for identification; prepare and enter latent print evidence into an Automated Fingerprint Identification System (AFIS); prepare charts and other material for demonstration of evidence in court; prepare reports for assigned casework and testify in the court of law.

Distinguishing Characteristics

This is a journey-level classification working under general supervision. Positions in this class are expected to independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, applicable regulations, and of methods for the analysis of data and results.

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.

- 65% +/- 10%
- Obtains fingerprints of deceased individuals and creates foot and palm prints on tenprint cards; utilizes the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; Conducts processing of physical evidence suspected of bearing finger, palm and foot prints; evaluates prints and conducts comparisons of questioned prints to known standards; maintain logs and records of examinations performed; prepares, evaluates and enters prints into an Automated Fingerprint Identification System (AFIS); prepare charts and other material for demonstration of evidence in court; prepares findings and issues reports based on the results of the examination.
- 15% +/- 5%
- Reviews/compiles case files and fingerprint evidence.
- 10% +/- 10%
- Performs maintenance of AFIS equipment; Cleans and maintains worksite and laboratory equipment; transfers and maintains evidence in storage.
- 10% +/- 5%
- Testifies in court as an expert witness; communicates with attorneys and law enforcement personnel; attends meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in Biology, Chemistry, Forensic Science or closely related field and two (2) years of laboratory experience performing latent print comparison and identification; or an equivalent combination of education, training, and experience.

EXHIBIT V

Additional Requirements

No certifications 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; ability to use a variety of laboratory tools and equipment including camera, tubes, and a variety of microscopes.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and perform statistical analysis and college level 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 such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including chain of custody records, case history forms, fingerprint reports, AFIS data and reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and hazardous materials records.
- Ability to prepare fingerprint case report, case forms and charts, maintenance documents, purchase orders, chain of custody, laboratory report, fingerprint 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, to follow instructions.
- Ability to use and interpret medical and scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery.

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:	Forensic Scientist 2 – Firearms and Toolmarks	Class Number:	1071282
FLSA:	Exempt	Pay Grade:	11
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to examine and interpret firearms and toolmarks evidence associated with alleged criminal acts; to inspect and test fire all kinds of firearms and examine fired ammunition recovered from a crime scene to determine if it was fired by a particular firearm, interpret results and prepare reports for assigned casework and testify in the court of law.

Distinguishing Characteristics

This is a journey-level classification working under general supervision. Positions in this class are expected to independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, applicable regulations, and of methods for the analysis of data and results.

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.

- 65% +/- 10%
- Conducts examinations and comparisons of firearms, bullets, shells, casings, tool marks and other related items; applies instrumental, physical, and/or chemical techniques in the examination of firearm and tool mark evidence; disassembles, reassembles, renders safe, and tests firearms to determine operability, safety, and accuracy; documents unique characteristics and records physical parameters using measuring projections, micrometers, etc.; performs distance determination and examination of gunshot patterns with test standards; uploads into and reviews data from NIBIN, the National Integrated ballistic Information Network; prepares findings and issues reports based on the results of the examination.
- 15% +/- 5%
- Reviews/compiles case files and firearm evidence.
- 10% +/- 10%
- Cleans and maintains worksite and laboratory equipment; transfers and maintains evidence in storage.
- 10% +/- 5%
- Testifies in court as an expert witness; communicates with attorneys and law enforcement personnel; attends meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in natural/physical science and two (2) years of laboratory experience performing firearms and toolmark evidence analysis; or an equivalent combination of education, training, and experience.

Additional Requirements

No certifications 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; ability to use a variety of laboratory tools and equipment including camera, tubes, and a variety of microscopes.

Supervisory Responsibilities

- No supervisory requirements

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and perform statistical analysis and college level 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 such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including chain of custody records, case history forms, firearm/toolmark reports, NIBIN data and reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and hazardous materials records.
- Ability to prepare firearm/toolmark case report, case forms and charts, maintenance documents, purchase orders, chain of custody, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical/scientific terminology and language.
- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with some exposure to strong odors, toxic agents, bodily fluids, electrical currents and laboratory equipment/machinery.

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.