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 December 2, 2015, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through G) 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 Classification:

Exhibit A: Class Title: Senior Purchasing Administrator  
Class Number: 1053515  
Pay Grade: 14  
*Change in pay grade from 14 to 15. Change essential functions and title changed to Senior Purchasing Manager.*

Proposed Deleted Classifications:

Exhibit B: Class Title: Airport Operations Technician I  
Number: 1042311  
Pay Grade: 3

Exhibit C: Class Title: Airport Operations Technician II  
Number: 1042312  
Pay Grade: 4

Exhibit D: Class Title: Airport Operations Technician III  
Number: 1042313  
Pay Grade: 5

Exhibit E: Class Title: Administrative Warden  
Number: 1025502  
Pay Grade: 16

Exhibit F: Class Title: Jail Administrator  
Number: 1025503  
Pay Grade: 17

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

Exhibit G: Class Title: Senior Employment Testing Specialist  
Number: 1081112  
Pay Grade: 13

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

Nays: None

_________________________ __________
County Council President  Date

_________________________ __________
County Executive  Date

_________________________ __________
Clerk of Council  Date

First Reading/Referred to Committee: December 8, 2015
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal CC021
January 26, 2016

[CLERK’S NOTE: Due to a clerical error and at the request of the PRC, the Clerk made a technical change approved by the Director of Law to Section 1, Exhibit A: April 25, 2016]
CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<table>
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<tr>
<td>Dept:</td>
<td>Office of Procurement and Diversity</td>
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</table>

Classification Function
The purpose of this classification is to manage and supervise the operations, process and personnel of the County purchasing department within the Office of Procurement and Diversity (OPD) in accordance with County Code requirements.

Distinguishing Characteristics
This is a management classification with responsibility for planning, directing and controlling the County purchasing department within the Office of Procurement and Diversity under general direction. This class requires the solution of operational, technical, administrative and management problems related to purchasing. The employee is expected meet, consult and collaborate with the Director of Procurement and Diversity and other department directors/management to discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- Manages the operations of County’s purchasing division (e.g. - reviews all purchase awards for compliance with statutory policy, and procedures requirements prior to the award process; approves purchase orders; authorizes payment vouchers; approves purchases in NOVUS, OnBase, and BuySpeed; creates purchase reports; reviews all requisitions prior to being assigned to buyers; solves purchasing related problems, questions, and concerns with departments, vendors, manufacturers, etc.; keeps apprised of the purchasing marketplace and any applicable laws that affect government purchasing).  
  30% +/- 10%

- Supervises the assigned division; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; implements and encourages cross training and staff development; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.
  25% +/- 10%

- Administrates and maintains BuySpeed Procurement Database (e.g. – approves paths and document uploads; authorizes new staff level of authority within BuySpeed; establishes approval paths for purchases up to $1,000,000.00; researches and resolves technical issues; processes contract with software vendor).
  25% +/- 10%

- Attends and serves as alternate voting member of County Board of Control and County Contracts and purchasing Board.
  10% +/- 5%

Effective: 1993
Revised: 1/27/2016
• Reviews and responds to citizen requests and complaints; plans, coordinates and attends meetings with public officials, contractors, vendors, staff, department heads, and unions.

10% +/- 5%

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor’s degree in Business Administration, Public Administration or a related field with ten (10) years of related experience including three (3) years of supervisory experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

• Ability to operate a variety of automated office machines including computers and copier.

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, subtracts, multiply, divide and calculate decimals and percentages, and moderate math.

Language Ability & Interpersonal Communication

• Ability to perform mid to high level data analysis of patterns and trends in purchasing.
• Ability to comprehend a variety of informational documents including departmental budget reports, Purchase Order Approval reports, time-sheets, and Ohio DAS reports.
• Ability to comprehend a variety of reference books and manuals including departmental and County Personnel Policies and Procedures Manual, Office of Procurement and diversity policy
and procedures, Ohio Revised Code, County Code, BuySpeed Database Manuals, and procurement training guides.

- Ability to supervise and counsel employees, convince and influence others, to 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.
- Ability to use and understand purchasing, engineering/construction, legal, medical, accounting, human resource terminology and language.
- Ability to communicate with staff, directors of other sections, homeowners, contractors, vendors, public officials, consultants, departmental employees, and administrators.

Environmental Adaptability

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

*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

<table>
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<tr>
<th>Class Title:</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Pay Grade</td>
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Departments: Development, only

Classification Function

The purpose of this classification is to maintain safety of airport runway and to maintain safety and security of airport grounds and buildings.

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.

- Maintains safety of airport runway (e.g., takes field measurements, assesses and transmits airport condition reports to flight service; reviews operations’ reports and briefings from preceding shifts, NOTAMS and other airfield reports; makes regular physical inspections of the airfield, runways, taxiways, ramp and construction sites; monitors runway conditions to identify safety hazards).

- Maintains security of airport grounds and buildings (e.g., inspects grounds and buildings on foot and in motor vehicle; checks for vandalism, property damage and irregular incidents; under supervision, carries out appropriate wildlife hazard mitigation tactics; secures all gates and destination building; inspects outdoor and indoor lighting; logs and reports any airport policy violations; escorts emergency, construction and other vehicles approved by higher-level employees).

- Responds to reports of fire, break-in or unusual incidents (e.g., receives information regarding location and nature of incident; assesses situation and ensures that appropriate safety and law enforcement personnel have been notified; investigates incident; under supervision, and commiserates with any required training and/or certificates, performs airport/aircraft fire rescue and emergency medical technician duties).

- Provides maintenance and cleaning services to maintain airport buildings and grounds (e.g., repairs fencing and other airport structures; performs minor construction work with runways, ramps and field areas; sweeps and mops floors; vacuums carpeting; cleans bathrooms; cleans windows; mows lawns; removes snow and ice).

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational and technical training in maintenance trades with one year of safety and security experience; or any equivalent combination of training and experience.

Additional Requirements

Ohio Commercial Driver’s License required. Must be able to obtain Commercial Driver’s License with medical certificate during probationary period.

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

- Ability to operate a variety of communications equipment.
- Ability to operate various grounds maintenance equipment including lawn mower, snow blower, snow plow, and motorized vehicles including car, pick-up truck and tractor.

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 special bulletins and other reports and records.
- Ability to comprehend a variety of reference books and manuals including security manuals, snow removal manuals, firearms manuals, airport standards of procedure.
- Ability to prepare duty reports, security reports, landing and take-off register 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 building maintenance and air traffic control terminology and language.
- Ability to communicate with supervisory personnel, other County employees and the general public.

Environmental Adaptability

- Work is typically performed outdoors in varying weather conditions and requires responding to emergency 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: Airport Operations Technician II  Class Number: 1042312
Pay Grade 4

Departments: Development, only

Classification Function

The purpose of this classification is to maintain safety of airport runway and to maintain safety and security of airport grounds and buildings. This classification requires one year of acceptable performance as an Airport Operations Technician I.

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.

- Maintains safety of airport runway (e.g.- takes field measurements, assesses and transmits airport condition reports to flight service; reviews operations’ reports and briefings from preceding shifts, NOTAMS and other airfield reports; makes regular physical inspections of the airfield, runways, taxiways, ramp and construction sites; monitors runway conditions to identify safety hazards).

- Performs aircraft rescue and firefighting duties (e.g.- responds to aircraft incidents and/or crashes on Crash/Fire/Rescue units; operates fire truck and fire fighting equipment to extinguish fires; responds to hazardous materials situations to identify and control threat; uses aircraft extraction tools to rescue victims of aircraft crashes).

- Maintains security of airport grounds and buildings (e.g.- inspects grounds and buildings on foot and in motor vehicle; checks for vandalism, property damage and irregular incidents; under supervision, carries out appropriate wildlife hazard mitigation tactics; secures all gates and destination building; inspects outdoor and indoor lighting; logs and reports any airport policy violations; escorts emergency, construction and other vehicles approved by higher-level employees).

- Responds to reports of fire, break-in or unusual incidents (e.g.- receives information regarding location and nature of incident; assesses situation and ensures that appropriate safety and law enforcement personnel have been notified; investigates incident; under supervision, and commiserate with any required training and/or certificates, performs airport/aircraft fire rescue and emergency medical technician duties).

- Provides maintenance and cleaning services to maintain airport buildings and grounds (e.g.- repairs fencing and other airport structures; performs minor construction work with runways, ramps and field areas; sweeps and mops floors; vacuums carpeting; cleans bathrooms; cleans windows; mows lawns; removes snow and ice).

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational and technical training in maintenance trades with two years of safety and security experience, including one year as an Airport Operations Technician I.

Additional Requirements

Ohio Commercial Driver's “License Class B” with a current medical certificate; AAAE Basic Aircraft Rescue Fire Fighting Certificate

Effective: 1-27-2016
Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of communications equipment.
- Ability to operate various pieces of equipment including fire truck, dump truck, front-end loader and tractor.
- Ability to operate various grounds maintenance equipment including lawn mower, snow blower and snow plow.

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 special bulletins and other reports and records.
- Ability to comprehend a variety of reference books and manuals including security manuals, snow removal manuals, firearms manuals, airport standards of procedure.
- Ability to prepare duty reports, security reports, landing and take-off register 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 building maintenance and air traffic control terminology and language.
- Ability to communicate with supervisory personnel, other County employees and the general public.

Environmental Adaptability

- Work is typically performed outdoors in varying weather conditions and requires responding to emergency 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.

Effective: 1-27-2016
CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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**Departments:** Development, only

**Classification Function**

The purpose of this classification is to maintain safety of airport runway and to maintain safety and security of airport grounds and buildings and serves as a lead worker in absence of the Field Supervisor or other supervisory personnel. This classification requires three years of acceptable performance as an Airport Operations Technician II.

**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.

- Maintains safety of airport runway (e.g.- takes field measurements, assesses and transmits airport condition reports to flight service; reviews operations’ reports and briefings from preceding shifts, NOTAMS and other airfield reports; makes regular physical inspections of the airfield, runways, taxiways, ramp and construction sites; monitors runway conditions to identify safety hazards).

- Performs aircraft rescue and firefighting duties (e.g.- responds to aircraft incidents and/or crashes on Crash/Fire/Rescue units; operates fire truck and fire fighting equipment to extinguish fires; responds to hazardous materials situations to identify and control threat; uses aircraft extraction tools to rescue victims of aircraft crashes).

- Maintains security of airport grounds and buildings (e.g.- inspects grounds and buildings on foot and in motor vehicle; checks for vandalism, property damage and irregular incidents; under supervision, carries out appropriate wildlife hazard mitigation tactics; secures all gates and destination building; inspects outdoor and indoor lighting; logs and reports any airport policy violations; escorts emergency, construction and other vehicles approved by higher-level employees).

- In the absence of the Field Supervisor or other supervisory personnel, serves as a lead worker solely for the purpose of developing a duty roster, if one has not been provided, until other management personnel arrive or contact.

- Responds to reports of fire, break-in or unusual incidents (e.g.- receives information regarding location and nature of incident; assesses situation and ensures that appropriate safety and law enforcement personnel have been notified; investigates incident; under supervision, and commiserate with any required training and/or certificates, performs airport/aircraft fire rescue and emergency medical technician duties).

- Provides maintenance and cleaning services to maintain airport buildings and grounds (e.g.- repairs fencing and other airport structures; performs minor construction work with runways, ramps and field areas; sweeps and mops floors; vacuums carpeting; cleans bathrooms; cleans windows; mows lawns; removes snow and ice).

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

Vocational and technical training in maintenance trades with four years of safety and security experience, including three years as an Airport Operations Technician II.

**Additional Requirements**

Effective: 1-27-2016
Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of communications equipment.
- Ability to operate various pieces of heavy equipment including fire truck, dump truck, front-end loader and tractor.
- Ability to operate various grounds maintenance equipment including lawn mower, snow blower and snow plow.

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 special bulletins and other reports and records.
- Ability to comprehend a variety of reference books and manuals including security manuals, snow removal manuals, firearms manuals, airport standards of procedure.
- Ability to prepare duty reports, security reports, landing and take-off register 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 building maintenance and air traffic control terminology and language.
- Ability to communicate with supervisory personnel, other County employees and the general public.

Environmental Adaptability

- Work is typically performed outdoors in varying weather conditions and requires responding to emergency 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: Administrative Warden  
Class Number: 1025502

FLSA: Exempt  
Pay Grade: 16

Dept: Sheriff’s Office

Classification Function
The purpose of this classification is to manage daily activities of the Corrections division of the Sheriff’s Department including inmate intake, booking, processing, and release procedures; to manage Sheriff’s Department administrative functions including the employee roster, staffing, employee discipline and training.

Distinguishing Characteristics
This single-position, management classification is responsible for management, coordination, and supervision of inmate intake, booking, processing, grievance resolution, and release procedures and of employee staffing including scheduling, discipline and staff training directly and through subordinate supervisors. This class works under general direction and requires the analysis and solution of operational, technical, administrative and management problems related to operations and activities within the division. The employee is expected participate in development of objectives, priorities, and procedures. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Jail Administrator in that the latter has responsibility for the Corrections division programs and activities.

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.

- Directs and manages administrative functions of the Corrections Division directly and through subordinate supervisors and officers; directs inmate intake, booking, processing and classification; directs investigations of inmate grievances; maintains database of inmate grievances; directs inmate release operations.  
  35% +/- 10%

- Supervises the assigned division’s functions directly and through subordinate supervisors; assigns and reviews work; approves hiring, promotions, discharges, and disciplinary actions; drives the employee roster process and conducts selections; resolves staffing issues; oversees employee discipline processes including conducting investigations, conducting disciplinary hearings, and resolving disciplinary disputes; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; drives employee roster process and conducts employee roster selection.  
  25% +/- 10%

- Interacts and coordinates work with intradepartmental staff and with representatives of other County departments and/or agencies; reviews the work of assigned personnel to ensure compliance with departmental policy and standards; regularly evaluates the efficiency of assigned Corrections operations; prepares or coordinates the preparation of administrative studies, reports and recommendations.  
  25% +/- 10%

Effective: 1-27-2016
Communicates with inmates' families and attorneys; interacts with judicial system partners; represents the department by attending and participating in meetings, conferences, seminars, training; attends civil, administrative, and criminal hearings, proceedings, and trials; stays abreast of new trends, requirements, and innovations in the field; provides responsive, high-quality service to County employees, representatives of outside agencies, and members of the public by providing accurate, complete, and up-to-date information, in a courteous, efficient, and timely manner; resolves difficult public relations issues.

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

Bachelor's degree with a major in law enforcement, corrections, social services or a related field; and five (5) years of law enforcement experience in a civilian governmental law enforcement correctional institution, which must have included a minimum of two (2) years of experience in a supervisory/management position; or an equivalent combination of education, training, and experience.

**Additional Requirements**

Correctional Officer training.
Correctional Officer Supervisory/Leadership training.

**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 schedule, 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 to calculate and understand descriptive statistics.
Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.

- Ability to comprehend a variety of informational documents including inmate records, court notes, time sheets, invoices, records, grievances, disciplinary reports and architectural drawings.

- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, manuals, websites, architectural drawings, inmate handbook, contracts, and the Ohio Revised Code (ORC).

- Ability to prepare operational memos, statistical reports, performance appraisals, disciplinary reports, spreadsheets, training manuals, 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, convince and influence others, to 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.

- Ability to use and interpret basic law, counseling and human resources terminology and language.

- Ability to communicate with staff, departmental employees and administrators, employees of outside agencies, service providers, inmates, families, department directors, attorneys, and judges.

Environmental Adaptability

- Work is primarily performed indoors.

- Work may involve responding to security emergency 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

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<td>Dept:</td>
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## Classification Function

The purpose of this classification is to plan, organize, and direct the activities of the Corrections division of the Sheriff’s Department; to assist the Sheriff in the overall planning and organizing of the Corrections division.

## Distinguishing Characteristics

This single-position, management classification is responsible for management, coordination, supervision and control of the Corrections Division of the Sheriff's Department directly and through subordinate supervisors. This class works under general direction and requires the analysis and solution of operational, technical, administrative and management problems related to operations and activities within the division. The employee is expected to participate in development of objectives, priorities, and procedures, and participates in preparation of the division budget. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Sheriff in that the latter is the Department Director that has overall responsibility for all Department programs and activities.

## 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.

- Directs and manages the operation of the Corrections Division directly and through subordinate supervisors; conducts and attends meetings; reviews daily activities and jail count; oversees inmate intake, classification and release; coordinates work with intradepartmental staff, and with representatives of other County departments and/or agencies; reviews the work of assigned personnel to ensure compliance with departmental policy and standards;  

  - 35% +/- 10%

- Confers regularly with the Sheriff on the implementation of policies, programs, and procedures for the department; evaluates, develops and implements policies, programs and procedures; evaluates the efficiency of Corrections operations, the morale and discipline of employees, and the condition of physical facilities and equipment; participates in contract negotiations; oversees the preparation of administrative studies, reports and recommendations; ensures security of the facility.

  - 30% +/- 10%

- Responds to inquiries; responds to grievances; conducts investigations into employee misconduct; assesses staffing requirements; oversees training needs; evaluates performance; establishes and promotes employee morale.

  - 25% +/- 5%

- Reviews and submits budgets; oversees bank accounts; recommends and approves expenditures; coordinates with the fiscal office; prepares annual reports.

  - 5% +/- 2%

Effective: 1-27-2016
Jail Administrator

- Communicates with inmates’ families and attorneys; represents the department by attending and participating in meetings, conferences, seminars and training; attends civil, administrative, and criminal hearing, proceedings and trials; stays abreast of new trends, requirements, and innovations in the field; provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner; resolves difficult public relations issues.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor’s degree with a major in criminal justice, corrections, social services or a related field and seven (7) years of law enforcement experience in a civilian governmental law enforcement correctional institution, which must have included a minimum of two (2) years of experience in a supervisory/management position; or an equivalent combination of education, training, and experience.

Additional Requirements

Correctional Officer Supervisory/Leadership training.

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 schedule, 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 to calculate and understand descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.

Effective: 1-27-2016
Jail Administrator

- Ability to comprehend a variety of informational documents including inmate records, court notes, incident reports, time sheets, invoices, records, grievances, disciplinary reports, purchase orders and applications.

- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, manuals, law books, architectural books, websites, inmate handbook, contracts, and the Ohio Revised Code (ORC).

- Ability to prepare memos, reports, performance appraisals, disciplinary reports, spreadsheets, training manuals, invoices, equipment request 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, convince and influence others, to 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.

- Ability to use and interpret basic law, counseling and human resources terminology and language.

- Ability to communicate with staff, departmental employees and administrators, employees of outside agencies, families, department directors, attorneys, union representatives, and elected officials.

Environmental Adaptability

- Work is primarily performed indoors.

- Work involves responding to security emergency 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

<table>
<thead>
<tr>
<th>Class Title:</th>
<th>Senior Employment Testing Specialist</th>
<th>Class Number:</th>
<th>1081112</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLSA:</td>
<td>Exempt</td>
<td>Pay Grade:</td>
<td>13</td>
</tr>
<tr>
<td>Departments:</td>
<td>Personnel Review Commission, only</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Classification Function

The purpose of this classification is to serve as the team lead in the development of valid and reliable selection tests throughout Cuyahoga County.

Distinguishing Characteristics

This is an advanced journey level classification, working under direction from a division manager. The employee in this class serves as a lead worker over Employment Testing Specialists and 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 instruction or assistance only as unusual situations arise and are expected to exercise independent judgment and initiative.

Essential Job Functions

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

35% +/- 10%

- Serves as the Employment Testing Specialist team lead (e.g. - initially reviews and approves test plans submitted by team members; provides quality control of test content; identifies and recommends targeted training needs of team members; drafts and administers training material; fills in for the Manager of Employment Testing in the Manager's absence).

25% +/- 10%

- Develops employment tests for positions requiring testing (e.g. - identifies major content areas for testing; develops test plans according to job analysis results; investigates alternative selection procedures; constructs test content according to legal guidelines and professional standards; links test content to the content of the job; maintains confidentiality, security, and trade secret of all testing documents and materials).

20% +/- 10%

- Performs job analysis for positions requiring testing (e.g. - reviews all available job analysis material; conducts individual and/or group interviews/observations; develops and administers questionnaires and surveys; identifies major work behaviors and underlying knowledge, skills, and abilities (KSAs); links KSAs to major work behaviors; synthesizes data and develops position descriptions).

5% +/- 2%

- Reviews and revises testing practices and procedures (e.g. - ensures practices/procedures meet legal guidelines and professional standards; identifies problems; conducts research; develops and implements solutions).

Effective: 1/27/2016
Senior Employment Testing Specialist

- Serves as a liaison between the Personnel Review Commission and department directors/hiring managers (e.g., meets with directors/hiring managers to determine their testing needs; gives advice on testing options; provides status updates and test results).

- Performs evaluation, scoring, statistical analysis, and reporting of test results (e.g., conducts cut score and weighting studies; conducts statistical analysis at the test and item level; documents and reports validity evidence in support of the test).

- Ensures tests are administered according to procedures (e.g., sets administration schedules; assesses requests for reasonable accommodations; develops and uses standard administration manuals; ensures administrative staff are trained and properly administer test sessions).

Minimum Training and Experience Required to Perform Essential Job Functions

A Master's degree in Industrial/Organizational Psychology and two (2) years of applied experience in employment testing and selection, including experience developing and validating employment tests; or any equivalent combination of training and experience.

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

Additional Requirements

No special professional license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines, including personal computer, video camera, audio recorder, telephone, calculator, overhead projector, photocopier, optical mark recognition scoring machine, etc.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend and apply a variety of legal guidelines and professional standards relevant to the field of Industrial/Organizational Psychology, particularly the area of test development and validation. Requires sufficient understanding to determine best course of action, define consequences of actions, and assess the quality of alternative procedures.

- Ability to review, evaluate, and revise work product submitted by team members and make recommendations to Manager.

- Ability to identify, develop, and implement targeted training needs for team members.

Effective: 1/27/2016
• Ability to write test content that is clear, understandable, internally consistent, and relevant.

• Ability to prepare test documents, position descriptions, scoring reports and analyses, validation reports, test administration manuals, practice/procedure manuals, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

• Ability to follow necessary procedures to ensure the fairness, confidentiality, security, and trade secret of all testing procedures, documents, and materials.

• Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.

• Ability to communicate effectively with subject matter experts, department directors, and hiring managers on testing needs, procedures, and guidelines/standards; ability to communicate effectively with the general public to ensure test procedures are understood and followed.

• Ability to use and interpret legal and professional terminology and language relevant to Industrial/Organizational Psychology, particularly the area of test development and validation.

Environmental Adaptability

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

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