Resolution No. R2016-0124

Sponsored by: Councilmember Conwell on behalf of Cuyahoga County 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.

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

WHEREAS, Section 2.01 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinance Nos. O2011-0015 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 6/29/2016, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through F) 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:  Administrative Hearing Officer  
Class Number:  1052611  
Pay Grade:  13  
*Revised functions to better reflect the current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Exhibit B:  Class Title:  Administrative Hearing Officer Supervisor  
Class Number:  1052612  
Pay Grade:  14  
*Revised functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Exhibit C:  Class Title:  Administrative Hearing Program Administrator  
Class Number:  1052613  
Pay Grade:  15  
*Revised functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Proposed Deleted Classification:

Exhibit D:  Class Title:  Senior Payroll Officer  
Number:  1053624  
Pay Grade:  8

Proposed New Classifications:

Exhibit E:  Class Title:  Domestic Relations Mediator  
Number:  1062552  
Pay Grade:  10

Exhibit F:  Class Title:  Talent Acquisition & Employment Specialist  
Number:  1053811  
Pay Grade:  10
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. Miller, the foregoing Resolution was duly adopted.

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

Nays: None

_________________________________  __________
County Council President  Date

_________________________________  __________
County Executive  Date

_________________________________  __________
Clerk of Council  Date

First Reading/Referred to Committee:  July 12, 2016
Committee(s) Assigned:  Human Resources, Appointments & Equity

Journal CC023
August 9, 2016
EXHIBIT A

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title: Administrative Hearing Officer  
Class Number: 1052611
FLSA: Exempt  
Pay Grade: 13
Dept: Cuyahoga Job & Family Services (Child Support Enforcement Agency), only

Classification Function
The purpose of this classification is to preside over administrative child support hearings and parenting time hearings with parties and their representatives.

Distinguishing Characteristics
This is a journey level classification with responsibility for preparing and presiding over administrative hearings. The incumbents exercise discretion in applying procedures to resolve issues. The employees in this class work under general supervision. This class is distinguished from the Administrative Hearing Officer Supervisor in that the later supervises this class 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.

- Presides over administrative child support hearings and parenting time hearings with parties and their representatives; examines parties and elicits testimony on issues relevant to the determination of child and medical support; ensures that parties are advised of their legal right and responsibilities; ensures that proper documentation is submitted in support of their testimony; accommodates special circumstances such as minors, limited English proficiency, domestic violence, and hearing impaired parties. 70% +/- 10%

- Reviews files, administrative records, state wage information, court dockets, public assistance information, and computer programs; reviews documents submitted by parties, employers, or obtained by Agency prior to hearing date; rules on requests for cancellations, dismissals, and continuances; researches statutory and case laws as well as Ohio Administrative Code; prepares memorandums, proposals, policies, and procedures. 15% +/- 10%

- Reviews, evaluates, and interprets for credibility and accuracy evidence presented at hearing; researches legal issues presented at hearing; prepares child support and medical support orders for typing and distribution to parties and attorneys; verifies address, pay rates, medicals, etc. 15% +/- 10%

Minimum Training and Experience Required to Perform Essential Job Functions
Juris Doctorate with three (3) years of legal experience in family law. Must have a valid and current license to practice law in the State of Ohio.

Additional Requirements for all levels
Must obtain an Ohio CSEA Directors' Association Hearing Officer Accreditation Certification within 12 months of hiring.
Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, routine statistics, and moderate math such as 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 evidence for hearings (e.g. - Court Orders, client files, court dockets, employer inquiries, birth certificates, tax returns, paystubs, medical insurance charts, receipt calculations, findings, recommendations, SVES, BMV Ladser Substrates, SETS, CRIS-e, letters from schools) and other reports and records.


- Ability to prepare administrative findings, child support guidelines, memorandum, calculation of arrears, updates on changes in Law, Backlog Report, report for special projects, docket findings, transmittal logs, policy and procedures, spreadsheets, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to engage in formal litigation, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

- Ability to use and interpret legal, accounting, and counseling terminology and language.

- Ability to communicate with hearing participants, guardians, attorneys, court personnel, managers, supervisors, support officers, protective services, parole officers, prison personnel, school personnel, employers, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

- Work may involve exposure to violence, disease, bodily fluids, and noise extremes.

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>Administrative Hearing Officer Supervisor</th>
<th>Class Number:</th>
<th>1052612</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLSA:</td>
<td>Exempt</td>
<td>Pay Grade:</td>
<td>14</td>
</tr>
<tr>
<td>Dept:</td>
<td>Child Support Enforcement Agency, only</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Classification Function**
The purpose of this classification is to surprise Administrative Hearing Officers, which includes responsibilities of case reviews and conducting administrative hearings.

**Distinguishing Characteristics**
This is a management level classification with responsibility for performing and overseeing the activities of Administrative Hearing Officers in the Administrative Hearing Unit of Jobs and Family Services. This class works under the direction from the Office of Child Support Services (OCSS) Director/designee, Deputy Director, or the Administrative Hearing Program Administrator. The incumbent exercises discretion in applying procedures to review cases and conduct hearings, and provide instruction for Administrative Hearing Officers.

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

- Supervises Administrative Hearing Officers; provides job instruction and training; updates staff on current laws and worksheets; assigns, coordinates, and reviews work; prepares employee performance evaluations; reviews and approves employee leave requests; reviews time sheets; reviews weekly and monthly hearing officer statistics; sits on the interview panel for selection of employees; recommends discipline or discharge.  
  
  45% +/- 10%

- Performs legal research into issues related to cases; examines State Senate and House bills and pending legislation and formulates comments regarding their effects; participates in development of policies and procedures, based on legislative developments; reviews problem cases; works with court personnel and Prosecutors’ Office to resolve issues on court cases and administrative cases.

  30% +/- 10%

- Reviews cases and conducts hearings; hears arguments and evidence of both parties, compares hearing information and case research with any appropriate guidelines, prepares recommendations and findings, applies data to any associated guidelines for review purposes.

  15% +/- 10%

- Performs various administrative duties; conduct monthly unit meetings; prepare agenda and meeting minutes; attend trainings, seminars, and video conferences; give advice and answer questions about policy or legal matters; resolve clients’ complaints; docket case and forwards for inclusion on master list, interpret any court orders associated with hearing; examines case files for accuracy.

  10% +/- 5%

EXHIBIT B

Proposed DATE
Minimum Training and Experience Required to Perform Essential Job Functions

Juris Doctorate with five (5) years of family law experience including one year of supervisory experience. Must have a valid and current license to practice law in the State of Ohio.

Additional Requirements for all levels

Must obtain an Ohio CSEA Directors’ Association Hearing Officer Accreditation Certification within 12 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, routine statistics, and moderate math such as 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 journal entries, case files, statutes and regulations, case law, law reviews, court returns, emails, hearing officer files, prosecutor opinion referrals, weekly statistics, monthly statistics, and other reports and records.
- Ability to prepare case reports, findings and recommendations, performance appraisals, monthly reports, agenda and minutes from hearing officer meeting, case law memos, child support orders, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to engage in formal litigation, 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 accounting, human resource, medical, and legal terminology and language.

Proposed DATE
• Ability to communicate with hearing participants, attorneys, hearing officers, management staff, referees, court personnel, prosecutors, directors, agency staff, clients, 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.
### Classification Function
The purpose of this classification is to administer hearing program functions and to supervise several different units in the Office of Child Support Services (OCSS).

### Distinguishing Characteristics
This is a senior management level classification with responsibility for overseeing and performing technical activities in several units in the Child Support Enforcement Agency. This class performs technical and functional oversight and is responsible for ensuring duties are performed in a timely and accurate manner. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

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

- **Manages the components of Administrative Hearing Unit and other assigned functional units of the child support program; delegates assignments to staff; monitors completion of assignments; addresses client issues in person, via correspondence, or over the telephone; participates in telephone out-of-state phone hearings; vacates/corrects orders; addresses order number conflicts; works Administrative Hearing Unit locate drawer; problem solving case specific issues; monitors and prepare performance report to insure compliance with mandatory statutory time frames; determines allocation of staff based upon needs and demands.**
  
  50% +/- 10%

- **Conducts meetings and trainings; oversees training of new staff; attends weekly managers' meeting; attends quarterly meetings; conducts monthly supervisory staff meetings; prepares and conducts presentations to the management team; attends Ohio CSEA Director's Association conference and legal seminars; participates in TALK and ARWIG video sessions.**

  25% +/- 10%

- **Develops policies/procedures; works on special projects; establish performance objectives in conjunctions with the Federal Performance Indicators; develops and maintains reporting systems to monitor status, activity, and performance of the divisions; develops and implements customer service standards; evaluates new legislation to determine the impact on the agency; develops and revises policies and procedures based on changes to the Ohio Revised Code; participates in project specific agency workgroups; designs and monitor special projects designed to insure compliance with the Ohio Revised Code.**

  15% +/- 10%

- **Addresses personnel issues; complete performance evaluations reviews and approves performance evaluations completed by supervisors; disciplines staff including verbal, coaching, written reprimands, and recommendations for suspension or removal; participates in new hire interview and promotional opportunity interviews; approves timesheets, leave requests, and requests for administrative leave; addresses staff work place needs.**

  10% +/- 5%
Minimum Training and Experience Required to Perform Essential Job Functions

Juris Doctorate with five (5) years of law experience, preferably in a related field. Must have a valid and current license to practice law in the State of Ohio.

Additional Requirements for all levels

Must obtain an Ohio CSEA Directors’ Association Hearing Officer Accreditation Certification within 12 months of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

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 various mail about child support issues, client files, statutes and regulations, case law, law reviews, court or administrative orders, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Ohio Administrative Code, and the State Office of Child Support Online Program Manual.
- Ability to prepare case reports, monthly reports, policies procedures, internal memorandums, updating internal forms/worksheets, performance appraisals, Ohio Administrative Code clearance review comments, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
Administrative Hearing Program Administrator

- Ability to engage in formal litigation, 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 low level human resource terminology and language.

- Ability to communicate with hearing participants, attorneys, hearing officers, judges, administrator, director, deputy director, co-managers, supervisors, support officers, program officers, legal service assistants, support specialists, information processors, clients, prosecutors, court personnel, agency staff and 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: | Senior Payroll Officer | Class Number: | 1053624 |
| FLSA:        | Non - Exempt            | Pay Grade:    | 6       |
| Dept:        | Fiscal Office - Auditor |

Classification Function
The purpose of this classification is to maintain accurate payroll records for employees in all County agencies ensuring that all paychecks are accurate and consequent deduction warrants are correct.

Distinguishing Characteristics
This is a journey-level classification that works under general supervision and is responsible for ensuring timely and accurate payroll processing for County employees. The employee works under a framework of well established policies and procedures. The incumbent coordinates payroll functions with Payroll Officers from the other County departments. This class requires a higher level of experience than the journey level Payroll Officer class and is responsible for County-wide payroll services.

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.

- Enters payroll and personnel data; ensures that all data entries are correct. 30% +/- 10%
- Downloads pay data including hours and earnings into the payroll system; generates payroll checks and deduction warrants; sends out deduction reports and warrants to all agencies. 20% +/- 5%
- Prepares and files municipal income taxes; calls in Federal tax deposits and payments. 10% +/- 10%
- Processes mail and information requests. 5% +/- 10%
- Performs online reporting of OPERS including buyback, disability reporting, and sending out of checks. 10% +/- 10%
- Answers phone calls and questions from department Payroll Officers, County employees and the public; provides assistance with problems and corrections. 20% +/- 5%
- Sets up and processes prosecutor stipends. 5% +/- 5%

Minimum Training and Experience Required to Perform Essential Job Functions
An Associate's degree in bookkeeping, computer science, business or a related field with three (3) years experience in bookkeeping, payroll, employee benefits, or accounting; or an equivalent combination of education, training, and experience.

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EXHIBIT D
Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

• No supervisory requirements.

Mathematical Ability

• Ability to add, subtracts, multiply, divide and calculate decimals and percentages.

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 employee data, bank reports, tax reports, garnishment files, OPERS reports and forms, letters and warrants.

• Ability to comprehend a variety of reference books and manuals including payroll manual, pay registers, work histories, and FAMIS.

• Ability to prepare file maintenance reports, gross to net registers, spreadsheets, stipend reports, revenue receipts, checks, money orders, 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.

• Ability to use and interpret payroll and benefits terminology and language.

• Ability to communicate with Payroll Officers, employees from other departments, departmental employees, OPERS and the public.

Environmental Adaptability

• Work is typically performed in an office environment.
Senior Payroll Officer

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.
EXHIBIT E

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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<tr>
<th>Class Title:</th>
<th>Domestic Relations Mediator</th>
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<td>Class Number:</td>
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<tr>
<td>FLSA:</td>
<td>Exempt</td>
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<tr>
<td>Pay Grade:</td>
<td>10</td>
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<tr>
<td>Dept:</td>
<td>Public Safety and Justice Services</td>
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</tbody>
</table>

Classification Function
The purpose of this classification is to act as an impartial third-party mediator to address parenting disputes and develop agreements that are in the children's' best interests.

Distinguishing Characteristics
This is a professional level classification with responsibility for performing mediations for domestic relations cases. Incumbents work within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

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

- Conducts mediations and assists with the mediation process; listens and processes information in mediations; negotiates with high conflict couples through oral communication; teaches communications skills; screens for substance, mental health, and child abuse; prepares for mediation by reviewing docket and all filed Motions and Orders; advises litigants of outcomes and options available. 55% +/- 10%

- Assists with special projects as needed by the Cuyahoga County Domestic Relations; participates in projects to improve case flow management; speak at various public outreach and training events; prepares slides and PowerPoint’s. 15% +/- 10%

- Performs administrative tasks; creates parenting plans; maintains assigned docket; maintains deadlines and coordinates with court staff; maintains court calendar; inputs court case notes; refers litigants to Ohio Agencies for services; attends required continuing education courses. 30% +/- 10%

Minimum Training and Experience Required to Perform Essential Job Functions
Juris Doctorate with one (1) year of Family Law experience including, but not limited to, Family Law internship or Family Law externship experience.

Must have completed the required training under the Rules of Superintendence for the Courts of Ohio.

Additional Requirements for all levels
No special license or certification is required.

EXHIBIT E

Proposed DATE
Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- 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 case motions, orders, intake forms, motions to modify parental rights and responsibility, and other reports and records.

- Ability to comprehend a variety of reference books and manuals including Ohio Civil Rules, Rules of Domestic Relations Court, current legislation in family law, and Ohio Rules of Mediation.

- Ability to prepare correspondence, memorandum of understandings, mediation outcome reports, quarterly status reports, agreements to mediate, Records for Early Neutral Evaluation cases, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

- Ability to use and interpret legal terminology and language.

- Ability to communicate with judges, court personnel, attorneys, Guardian Ad Litems, Domestic Violence Advocates, and the general public.

Environmental Adaptability

- Work is typically performed in an office and court environment.

- Work will involve exposure to violence.

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.

Proposed DATE
CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title: Talent Acquisition & Employment Specialist
Class Number: 1053811
FLSA: Exempt
Pay Grade: 10
Dept: Human Resources

Classification Function
The purpose of this classification is to identify, develop, and implement talent acquisition and employment strategies to meet the County’s current and future staffing needs.

Distinguishing Characteristics
This is a journey level classification with responsibility for developing and managing talent acquisition projects under a framework of policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures to resolve issues.

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

40% +/- 10%
- Develops and coordinates talent acquisition projects in conjunction with the appointing authority for unclassified positions and classified positions post Personnel Review Commission certification lists, including but not limited to the identification of timeline, milestones, deliverables, approvals, candidate sourcing & screening, and interview competencies and assessments; works with line managers to address existing and anticipated organizational and skill needs; assists in identifying areas of skill deficiencies and developing solutions to address them; develops an understanding of job requirements; works with hiring managers to identify departmental skill gaps and possible opportunities to identify and/or create entry level and experienced employment opportunities; identifies possible internship, cooperative education, or other training programs to assist in early talent identification; assists in identifying and/or creating mechanisms to retain employees; develops a pipeline of experienced and entry level candidates to anticipate future hiring needs; creates mechanisms to foster short and long term candidate relationship building as a feeder for County vacancies.

20% +/- 10%
- Assists in the development, planning, implementation, and evaluation of existing and new talent acquisition programs; assembles functional work teams to initiate, coordinate and lead programs and to continually evaluate program effectiveness; develops mechanisms to capture and report talent acquisition program metrics to continually evaluate program effectiveness; assists in developing survey tools and analyzing related data to understand new employee experience; maintains accurate employment data for talent acquisition purposes; collects and interprets data and makes recommendations based on hiring patterns, terminations, turn over analysis ratios, skill set availability, and local, state, and federal unemployment rate.

15% +/- 10%
- Screens applicants qualifications for unclassified positions to ensure minimum qualifications are met, and forwards suitable candidates to hiring manager; records appropriate information on any applicable job applicant screening forms to assist managers in supporting selection decisions; screens applications for bargaining and non-bargaining positions, based on job qualifications and makes recommendations to hiring manager; prepares correspondence to applicants, including test notices, rejection notices, invitations to interview, offer letters, etc.; coordinates and facilitates applicant screening processes including assessments and interviews; communicates with stakeholders on interviewing process and establishes roles for all participants in the hiring and selection process.

Proposed DATE
EXHIBIT F
Talent Acquisition & Employment Specialist

- Develops and coordinates talent acquisition outreach projects and programs in alignment with organizational need for current and future vacancies within the County; networks with professionals in both public and private sector to enhance talent acquisition opportunities/resources (e.g. educational institutions, employment agencies, professional groups); builds relationships with unemployment agencies, higher educational institutions, welfare co-work, community leaders, etc.; develops talent acquisition goals for under-representative groups and proceeds accordingly; investigates and implements new talent acquisition processes; monitors local and national employment trends and makes recommendations; identifies appropriate departmental vacancies and solicits internships with local colleges and universities as needed; assists in developing online and offline outreach strategies to engage prospective candidates and representatives from community based organizations; identifies targeted candidate populations: skilled trades/craft, students, military/veterans, retraining, & re-entry programs, vocational programs and educational institutions, etc. to support organization-wide hiring needs in alignment with the County’s mission and vision, strategic plan, and Diversity and Inclusion initiatives.

- Performs related administrative duties; maintains records of data and information on vacant positions to determine talent acquisition needs; tracks vacancies; tracks and monitors the filling of positions based on the talent acquisition goals; prepares reports as needed.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor’s degree preferably in Human Resources, Labor and Employee Relations, Business Management, or a related field with three (3) years of experience in project management including communication and implementation related to talent acquisition, compensation, benefits, training, employee and labor relations, performance management or organizational development.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-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 background check information, resumes, cover letters, applications, classification specifications, job descriptions, temporary work level assignments documents, assessment scores and other reports and records.

Proposed DATE