

# County Council of Cuyahoga County, Ohio

## Resolution No. R2016-0232

Sponsored by: <b>Councilmember Conwell on behalf of Cuyahoga County Personnel Review Commission</b>	<b>A Resolution</b> 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 2.10 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinances No. O2011-0015 and O2011-0028) states that the employment of all classified County employees is subject to the provisions of the Ohio Revised Code, the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and

WHEREAS, the 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 7, 2016, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through C), and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

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

Proposed Revised Classification:

Exhibit A: Class Title: Nurse Supervisor  
Number: 1054113  
Pay Grade: 11  
\*The essential job functions have been updated; updated to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.

Proposed Deleted Classification:

Exhibit B: Class Title: Social Service Coordinator  
Number: 1056214  
Pay Grade: 9

Proposed New Classification:

Exhibit C: Class Title: Scheduling Supervisor  
Number: 1014202  
Pay Grade: 9

**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the 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 Mr. Brady, seconded by Mr. Schron, the foregoing Resolution was duly adopted.

Yeas: Gallagher, Schron, Jones, Brown, Hairston, Simon, Baker, Miller, Tuma and Brady

Nays: None

*Don R. Brady* 1/25/17  
County Council President Date

*Leo R. L.* 1/26/17  
County Executive Date

*Joseph M. Schmitz* 1/24/2017  
Clerk of Council Date

First Reading/Referred to Committee: December 13, 2016  
Committee(s) Assigned: Human Resources, Appointments & Equity

Committee Report/Second Reading: January 10, 2017

Journal CC025  
January 24, 2017

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Nurse Supervisor	<b>Class Number:</b>	1054113
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	Health and Human Services		

## Classification Function

The purpose of this classification is to supervise and coordinate the work of Home Health Aids as well as to provide nursing services.

## Distinguishing Characteristics

This is a supervisory level classification that coordinates and performs nursing services. The employee works within a broad framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations.

## Essential Job Functions

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

- 40% +/- 10%
  - Supervises and coordinates the work of State Tested Nurse Assistants (STNAs); assigns work and reviews completed work assignments; manages and monitors caseload; reviews staff schedules and recommends adjustments; approves or denies timesheets and time off requests; audits and approves travel forms; ensures staff is documenting activities accurately and timely; coordinates and facilitates job training and instruction; evaluates employee performance; recommends disciplinary procedures as needed.
- 30% +/- 10%
  - Provides nursing services; makes patient visits to observe and evaluate physical and emotional status; visits patients every 60 days for re-certification; reviews medication policies and records; assesses patient functioning and develop patient care plans; implements care plans; documents assessment findings and care plans in agency database; audits patients' records; provides direct nursing services, when necessary; rotates as the Nurse on-call for Adult Protective Services (APS); conducts discharge planning for skilled care to close the case.
- 15% +/- 10%
  - Coordinates nursing activity within Skilled Services; assesses, designs, implements and evaluates new Skilled Service referral care plans; updates and reviews patient charts and care plans for effectiveness; oversees direct patient care delivery.
- 15% +/- 10%
  - Performs related administrative duties; sets up reporting system to be promptly informed of changes in patient status; attends Adult Protective Service (APS) collaborative meetings; attends seminars, in-service training, meetings, etc. related to nursing care and supervision; provides technical support; maintains records; assists in educational activities for staff, patients, and families.

EXHIBIT A

Proposed DATE

## **Nurse Supervisor**

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

Must be licensed as registered nurse by the Ohio Board of Nursing with two (2) years of prior nursing experience including one (1) year as a registered nurse, or an equivalent combination of education, training, and experience.

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

### **Additional Requirements for all levels**

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 and copier.
- Ability to operate medical equipment including pulse oximeter, sphygmomanometer, biohazard equipment, stethoscope, thermometer and other diagnostic instruments and equipment.
- Ability to bend, twist, push, and pull during the movement or treatment of patients; ability to lift and carry medical equipment and supplies.

#### **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 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 drug orders, laboratory reports, employee physical forms, patient charts, travel reports, timesheets, surveys, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Board of Nursing, Personnel Policies and Procedures Manual, Centers for Medicare and Medicaid

## **Nurse Supervisor**

Services, Nursing Supervisor and Home Health Aid Manuals, Ohio Revised Code, and collective bargaining agreements.

- Ability to prepare employee evaluations, home visit schedules, patient charts, meeting agendas, nurse evaluations, patient assessment, travel report, timesheets, 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 maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical, counseling, and marketing terminology and language.
- Ability to communicate effectively with supervisors, Home Health Aides, medical professionals, caseworkers, patients, and patients' families.

### **Environmental Adaptability**

- Work is typically performed in an office environment and patient's homes.
- Work may involve exposure to disease, bodily fluids, smoke, strong odors, animals, and weather 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

<b>Class Title:</b>	Social Service Coordinator	<b>Class Number:</b>	1056214
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9
<b>Departments:</b>	Justice Affairs and Sheriff, only		

## Classification Function

The purpose of this classification is to supervise lower-level social service specialists and to provide assessment, referral, counseling and consultation services to children and adult victims/witnesses of violent crime and to their families.

Or

The purpose of this classification is to supervise lower-level social service workers and other assigned staff working at the Sheriff's Office.

## 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 lower level social service specialists (e.g.- directs work assignments; reviews completed work; provides on-the-job instruction and training; prepares staff assignment schedules; critiques and provides constructive feedback regarding work).
- Provides assessment, referral, counseling and consultation services to children and adult victims/witnesses of violent crime and to their families (e.g.- provides advocacy services to witness/victim; maintains caseload of child and adult protective cases; intervenes with witness/victim in crisis; ensures that safety issues of witness/victim are addressed; makes referrals to inside or outside services or agencies; provides information regarding criminal justice system; accompanies victim/witness to court when necessary).
- Establishes and maintains working relationship with counseling team members and community agencies (e.g.- attends task force meetings; works with community agencies to provide planning, continuity of services and community involvement in witness/victim services; participates in team meetings; speaks to various organizations as representative of County's victim/witness programs; appears in court when necessary).
- Maintains case records, data and supportive materials (e.g.- prepares and compiles summaries, court documents and referrals; completes forms and writes reports as required by law or executive order; prepares correspondence for families, courts, state and community agencies).

Or

- Supervises lower-level social service workers and other assigned staff working at the Sheriff's Office (e.g.- directs work assignments; reviews completed work; provides on-the-job instruction and training; prepares staff assignment schedules; critiques and provides constructive feedback regarding work).
- Provides referral, counseling and consultation services (e.g.- meets daily with clients to determine needs, provide services and establish plans; contacts family members, attorneys, probation/parole officers, and other individuals; conducts mental health assessments and crisis intervention counseling; manage social service jail programming activities such as GED and therapeutic support groups).
- Provides other service and administrative services (e.g.- updates, maintains, and compiles case records, databases and monthly statistics; recommends appropriate inmate housing placements; attends security segregation meetings; makes presentations to Grand Jury and other outside groups; researches court information).

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

Bachelor's degree in social work, education or counseling with three years of experience in an advocacy role; or any equivalent combination of training and experience.

**Additional Requirements**

Requires various certificates of completion for CEU's in Crime Victims and the Treatment of Child Sexual Abuse. Must hold License of Social Worker (LSW) or License of Professional Counselor (LPC) in the State of Ohio.

**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, fax machine, calculator, copier, and telephone.

**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 staff leave requests, court files and subpoenas, written inmate requests, mental health referrals, group refusal lists, social service statistic reports correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy and training manuals, Ohio Revised Code, Municipal Codes, Victim/Witness Handbook, Board Laws and Rules, Community Service Directory and printed materials and computer manuals.
- Ability to prepare mental health referrals, monthly reports, annual work plans, client files, staff evaluations, employee leave requests, monthly statistics, training manuals, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise the activities of others, to convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret counseling, medical and legal terminology and language.
- Ability to communicate with clients, advocates, supervisors, judges, legal community, administrators, inmates, security staff, Court personnel, outside agencies, families and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment or in a secured potentially violent environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Scheduling Supervisor	<b>Class Number:</b>	1014202
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9
<b>Dept:</b>	Health and Human Services		

## Classification Function

The purpose of this classification is to supervise and coordinate assigned staff while scheduling and preparing caseloads.

## Distinguishing Characteristics

This is a supervisory level classification that coordinates and performs scheduling services. The employee works within a broad framework of policies, procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures and related regulations.

## Essential Job Functions

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

- Schedules and prepares cases; receives and verifies referrals, creates and maintains patients' charts and records; adds patient's information into the electronic record system; schedules and coordinates nursing services while taking into consideration nursing staff caseloads; processes and communicates special cases with nursing staff, monitors nursing staff schedules; follows up with patients about the services provided. 40% +/- 10%
- Supervises assigned staff, assigns work and reviews completed work assignments; reviews staff schedules and recommends adjustments; approves or denies timesheets and time off requests; ensures staff is documenting activities accurately and timely; coordinates and facilitates job training and instruction; evaluates employee performance; recommends disciplinary procedures as needed. 40% +/- 10%
- Administers assessments of Adult Protective Services (APS) patients; documents assessment findings. 10% +/- 5%
- Performs related administrative duties; files documents and cases; answers phone calls and email correspondence; attends meetings; provides technical support; maintains various records, reports, and charts. 10% +/- 5%

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

Bachelor's degree in Social Services, Psychology, Sociology, or a related field with three (3) years of administrative experience; or an equivalent combination of education, training, and experience.

## Additional Requirements for all levels

No certificates or licenses required.

EXHIBIT C

Proposed DATE

## **Scheduling Supervisor**

### **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 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 timesheets, patient charts, incident reports, email correspondence, audit list, random moment samples, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Board of Nursing, Personnel Policies and Procedures Manual, Centers for Medicare and Medicaid Services, Nursing Supervisor and Home Health Aid Manuals, Ohio Revised Code, and collective bargaining agreements.
- Ability to prepare timesheets, employee evaluations, travel report, monthly statistics, email correspondence, patient complaints, 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 maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical and counseling terminology and language.
- Ability to communicate effectively with patients, supervisors, coworkers, schedulers, and other medical professionals.

## **Scheduling Supervisor**

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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