County Council of Cuyahoga County, Ohio

Resolution No. R2017-0020

| Sponsored by: Councilmember Brown 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 (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 February 1, 2017, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through M) 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:  Account Clerk  
Class Number:  1013211  
Pay Grade:  3  
*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:  Account Clerk Supervisor  
Class Number:  1013214  
Pay Grade:  6  
*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:  Custodial Worker Supervisor  
Class Number:  1031111  
Pay Grade:  5  
* 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 D:  
Class Title:  Examiner  
Class Number:  1055121  
Pay Grade:  6  
* 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 E:  
Class Title:  Executive Officer  
Class Number:  1056318  
Pay Grade:  19  
* 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 F: Class Title: Records Management Supervisor  
Class Number: 1052223  
Pay Grade: 9  
* Revised to add a certificate to the minimum qualifications as well as to update the essential job functions.

Exhibit G: Class Title: Service Desk Analyst  
Class Number: 1011241  
Pay Grade: 6B  
* Revised to remove a certification that is no longer needed from the minimum qualifications; changed name from Service Desk Analyst 1 because it is a stand-alone classification not part of a series.

Exhibit H: Class Title: Volunteer Coordinator  
Class Number: 1022421  
Pay Grade: 6  
* 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 I: Class Title: Radio Dispatcher  
Number: 1041211  
Pay Grade: 1

Proposed New Classifications:

Exhibit J: Class Title: Compensation Analyst  
Number: 1053721  
Pay Grade: 13

Exhibit K: Class Title: Forensic Scientist 3 – Firearms & Toolmarks  
Number: 1071283  
Pay Grade: 12

Exhibit L: Class Title: Forensic Scientist 3 - Fingerprints  
Number: 1071233  
Pay Grade: 12
SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 3. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by Ms. Brown, seconded by Ms. Conwell, the foregoing Resolution was duly adopted.

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

Nays: None

Daniel B. Brady 3/1/2017
County Council President Date

[Signature]
County Executive Date

[Signature]
Clerk of Council Date
First Reading/Referred to Committee: February 14, 2017
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal CC025
February 28, 2017
CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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<tr>
<th>Class Title:</th>
<th>Account Clerk</th>
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<td>FLSA:</td>
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<tr>
<td>Dept:</td>
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Classification Function
The purpose of this classification is to prepare and process routine financial documents and maintain related records.

Distinguishing Characteristics
This is an entry level classification. Employees at this level are expected to become fully aware of operating procedures and policies of the work unit. The incumbents receive immediate supervision progressing to general supervision as experience is gained. This class works under a well-defined framework of policies and procedures.

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.

80% +/- 10%

- Prepares and processes routine financial documents and maintains related records; prepares, processes and maintains requisitions and purchase orders; maintains accounts payable and/or receivable; prepares and maintains vouchers for payment of supplies and equipment; processes contracts and networks; generates and processes billing rosters; processes various invoices; audits and processes payments; researches and processes refunds; maintains census records; prepares and maintains payroll accounts and attendance records; maintains benefits records; maintains petty cash records for disbursements; issues receipts for money received; prepares revenue receipts; processes chargebacks for County office supply contracts.

20% +/- 10%

- Performs related administrative duties; prepares various reports, records and other documents; enters and maintains data in databases; files documents in appropriate record; responds to e-mails and phone calls; mails department documents; maintains office inventory and orders supplies; assists vendors with bidding registration; coordinates placement of legal advertisements.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and one (1) year of experience or coursework in accounting or bookkeeping; or any equivalent combination of training and experience.

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.

Proposed DATE
Account Clerk

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

- Ability to comprehend a variety of informational documents including invoices (i.e. – billing invoices and network invoices), forms (i.e. - refund claim form and completed remission forms), letters (i.e. - refund request letter, and auditor refund letter), reports (i.e. – expense report and refund report), receipts, purchase orders, W-9, employee mileage, and checks.

- Ability to comprehend a variety of reference books and manuals including computer applications handbooks and Personnel Policies and Procedures Manual.

- Ability to prepare purchase orders, forms (i.e.- partial payment forms, auditor refund form, penalty interest abate form, estimate bill request form, and transfer form), letters (i.e. - rejection letters), reports (i.e. – employee expense report and employee batching report), memos, vouchers, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

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

- Ability to use and interpret basic accounting terminology and language.

- Ability to communicate with the vendors, outside companies, attorneys, supervisors, co-workers, other county personnel, attorneys, 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 supervise entry level account clerks and to analyze, prepare, review, assign, and approve various documents and reports.

Distinguishing Characteristics
This is a supervisory level classification, responsible for the management of Account Clerks. This class works under general supervision and the incumbents perform duties within a framework of policies and procedures. Employees are expected to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Account Clerk class that is an entry level classification and receives supervision from employees in this class.

Essential Job Functions:

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

- Supervises lower level account clerks: plans, assigns and reviews work; provides job training and instruction; approves employee leave requests and attendance records; prepares performance evaluations; recommends disciplinary procedures; recommends selections of new employees; meets with staff to determine work expectations, department policies, and establish goals; assigns and tracks new clients cases.

- Analyzes, prepares, reviews, assigns and approves various documents and reports; reviews and signs off on Union Activity Logs; prepares billing reports; approves billing rosters; assigns and approves referrals and forms.

- Performs administrative functions: creates presentations for various community programs; analyzes policy and procedural documentation for contracts; holds and participates in meetings with staff and other management personnel; reviews and evaluates proposals; serves as a liaison with contracted providers; informs new applicants for county programs about the rules and regulations; enters data accurately into databases; participates in various training sessions; maintains records according to established procedures and retention schedules.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and three (3) years of clerical/administrative experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.
Account Clerk 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

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

- Ability to comprehend a variety of informational documents including invoices, letters, correspondence, attendance records, performance evaluations, sheets (i.e. referral tracking sheet, batch sheets) forms (i.e. - options provider request form, disenrollment forms, community registration forms (CRF), case processing/inspection forms), union activity log and other reports and records.

- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual and computer manuals.

- Ability to prepare CSSP client billing rosters, supervisory log sheet report, options/bed bug service units utilization sheet, contract maintenance report, billing roster report, taxonomy, CCLIF, Type B provider registration report, correspondence, performance evaluations and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

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

- Ability to use and interpret basic accounting/bookkeeping terminology and language.

- Ability to communicate effectively with supervisor, managers, other county employees, providers, license specialist, agency clients, and interns.
Account Clerk Supervisor

Environmental Adaptability

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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<th>Class Title:</th>
<th>Custodial Worker Supervisor</th>
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### Classification Function
The purpose of this classification is to supervise Custodial Workers and coordinate custodial work in County building(s).

### Distinguishing Characteristics
This is a supervisor classification with responsibility for supervising a unit of Custodial Workers in the daily operations of performing general custodial work in County buildings. Employees in this classification work under direction of the Building Maintenance Supervisor. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties.

### 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 Custodial Workers; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions and concerns; prepares employee work schedules; signs employee time adjustments and overtime forms and approves leave requests; recommends personnel actions including selection, promotion, transfer, discipline or discharge.**
  - 35% +/- 10%

- **Coordinates custodial work in County building(s) and performs general supervision and maintenance duties; inspects building and grounds for cleanliness and maintenance issues; responds to customer complaints, inquiries and work orders; transports managers and staff members to other County facilities; coordinates with contractors and tradesmen providing contracted repairs, inspections and services; coordinates event scheduling and room set up.**
  - 35% +/- 10%

- **Maintains and operates building maintenance equipment; operates custodial equipment to perform custodial tasks or to demonstrate proper operation of equipment; inspectors and maintains equipment.**
  - 10% +/- 5%

- **Performs related administrative duties; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares and reviews documents related to payroll, attendance, time adjustments, requests for leave and overtime; orders and stocks equipment and supplies; oversees delivery of equipment and supplies; prepares and reviews work orders; maintains records of completed work orders.**
  - 20% +/- 10%

Proposed DATE
Custodial Worker Supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with two (2) years of custodial experience; or any equivalent combination of training and experience.

- Valid Ohio driver license and proof of automobile insurance.

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.

- Ability to operate a variety of custodial equipment including floor buffer, floor scrubber, pressure washer, carpet cleaner, extractor, vacuums, snow blower, steam cleaners, trash compactor, pallet jack, fire extinguishers and a variety of automated and manual hand tools.

- Ability to stand and walk for prolonged period of time, ability to bend or twist; ability to climb; ability to push, pull and lift up to 50lbs.

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 employees problems

- Ability to recommend the transfer, selection, evaluating or promotion of employees.

- Ability to recommend 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 time sheets, payroll documents, work orders, incident reports, inspection reports, delivery slips, invoices, correspondence and other reports and records.

- Ability to comprehend a variety of reference books and manuals including union contracts, materials safety data sheets, equipment manuals, OSHA regulation manual, and Personnel Policies and Procedures Manual.
Custodial Worker Supervisor

- Ability to prepare payroll documents, incident reports, attendance records, time adjustment forms, AWOL reports, work orders, supply orders, accident reports, supply inventory, equipment inventory, costing sheets, variety of logs, inspection reports, 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 explain procedures, to record and deliver information, to follow instructions.

- Ability to communicate with supervisors, custodial staff, building tradesmen, sheriff's department staff, contractors, other County employees and the general public.

**Environmental Adaptability**

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

- Work may involve exposure to temperature/weather extremes; strong odors, disease or bodily fluids, machinery and traffic hazards.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title: Examiner
Class Number: 1055121
FLSA: Non-Exempt
Pay Grade: 6
Dept: All departments

Classification Function
The purpose of this classification is to review and analyze information to assist with audit functions.

Distinguishing Characteristics
This is an entry level classification with responsibility for conducting audits. This class works under direction from senior management of the Department, and is responsible for performing timely and accurate work. 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.

- Reviews and analyzes information to assist with audit functions; complete, calculate, approve exemptions; select a random sample of clients for audit and examine each file to verify all necessary documents are on file; review files to insure compliance with contract agreement; train vendor staff on program requirements; create queries through Access; discuss audit outcomes with audit supervisor prior to preparing the audit report; apply payments; review and evaluate vendors’ Request for Proposal (RFP) for various programs.

- Performs related administrative duties; coordinate audit appointments; schedule weekly hearings; prepare and fax audit notice and confirmation letter; prepare the necessary documents required for the audit (i.e.- invoices, client profile, service plan, progress notes, referral report); conduct an exit conference with individuals involved in the audit; prepare and distribute audit reports; attend hearings; update the roster with results from the hearing; file appropriate paperwork; answer phones, emails, faxes; complete Public Record Requests; generate spreadsheets; generate daily, monthly, quarterly reports; enter foreclosure orders; generate duplicate tax bills.

Minimum Training and Experience Required to Perform Essential Job Functions
Associate's degree in accounting, business administration or a related field with two (2) years of related experience; or any equivalent combination of training and experience.

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization
- Ability to operate a variety of computer software including Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, and Microsoft Outlook.

Proposed DATE
Examiner

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 and make use of the principles of routine statistics.

Language Ability & Interpersonal Communication

• Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

• Ability to comprehend a variety of informational documents including contracts, attendance records, activity calendars, driver manifest, client invoices, disenrollment, referrals, utilization, and other reports and records.

• Ability to comprehend a variety of reference books and manuals including contracts, Ohio Administrative Code (OAC), Ohio Revised Code (ORC), Personnel Policies and Procedures Manual, vendor proposals, etc.

• Ability to prepare Confirmation letters, audit reports, tax reports, foreclosure report, zero balance report, contracts, memos, correspondence, 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, maintain confidentiality of restricted information, and to follow instructions.

• Ability to use and interpret accounting and audit terminology and language.

• Ability to communicate effectively with co-workers, supervisors, other County employees, clients, vendors, PCS staff, and the general public.

Environmental Adaptability

• Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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Classification Function
The purpose of this classification is to direct a quasi-independent, County-based organization or manage day to day operations of county department and report directly to the Department Director.

Distinguishing Characteristics
This is a senior management level classification is expected to exercise discretion in applying goal and policy statements, in resolving service delivery problems, and in supervising assigned staff. The employee is responsible for establishing and maintaining quality control, and ensuring proper preservation and documentation of evidence. Employees provide instruction and assistance to staff as new technology becomes available, and is expected to remain up-to-date in methods, protocols, procedures, applicable regulations, and methods for the analysis of data and reporting of results.

Essential Job Functions

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

35% +/- 10%
- Directs a quasi-independent, County-based organization or manage day to day operations of county department; directs all operational functions and activities; ensures quality service for program participants; develops strategy and processes; creates policies and procedures; leads the development of partnerships; provides interpretation and clarification of applicable regulations, policy, rules, and procedures.

35% +/- 10%
- Supervises, assigns, reviews, and monitors subordinate staff; conducts performance evaluations; conducts staff meetings; reviews and approves employee leave requests; ensure staffing resources are equally distributed across work units; assigns work and establishes priorities; sets standards and goals; makes recommendations and gives approval in personnel actions relating to staff; selections, transfers, removals and hires; ensures compliance with organizational standards and procedures; responds to employee complaints and union grievances.

20% +/- 10%
- Represents department in meetings; acts as liaison between state, federal, and divisions regarding program functions; communicates regularly with business leaders and civic service communities; present at local and national conferences and meetings; serve on job related boards and subcommittees; plan and oversee community events and initiatives; represents administrator at meetings.

10% +/- 5%
- Performs related administrative functions; prepares annual reports, budgets, and work plans; tracks expenditures; oversees contract development; prepares reports for state and agency; responds to telephone and written inquiries about programs.
Executive Officer

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in social work, public administration, business, early childhood development, psychology, education or related field with nine (9) years of related experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Ability to operate a variety of computer software including Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Publisher, Microsoft Visio, and Microsoft PowerPoint.

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, moderate math, advanced 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 requests for information, requests for quotes, agreements, contracts, budget invoices, vendor invoices, productivity reports, various monthly, semi-annual and annual reports, and other reports and records.

- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Supervisor's Policy Manuals, and various other policies and procedures manuals.
Executive Officer

- Ability to prepare annual and quarterly reports, budgetary recommendations and reports, management reports, press releases and statements, presentations, policies and procedures, performance evaluation forms, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to manage programs and people, to supervise and counsel employees, to convince and influence others, to negotiate, to record and deliver information, to explain procedures, and to follow instructions.

- Ability to use and interpret accounting, medical, legal, counseling, personnel, marketing, and regulatory terminology and language.

- Ability to communicate effectively with directors, county employees, department administrators, service providers, state and federal agencies, media, civic leaders, local union officials, Ohio Department of Medicaid, Ohio Department of Jobs and Family Services and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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<th>Records Management Supervisor</th>
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<td>FLSA:</td>
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Classification Function
The purpose of this classification is to supervise records management staff and to develop and maintain a system of record collection, storage and maintenance for all records.

Distinguishing Characteristics
This is a supervisor level classification that provides direct supervision to the medical records unit of the Cuyahoga County Corrections Center. This position oversees and participates in operations as well as leading the unit work. The incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties.

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 records management staff; assigns work and prioritizes work for completion; directs and trains employees responsibility in the proper handling of medical records according to HIPPA requirements for Protected Health Information (PHI); coordinates proper training (privacy training, electronic medical record registration and discharge process training) for all medical records staff, volunteers, professional staff, contractors, alliances business associates, and other third parties as needed; adjusts employee grievances; recommends discipline or discharge.

  40% +/- 10%

- Develops and maintains a system of record collection, storage and maintenance for all records for assigned County department; manages patient health information and medical records; administers computer information systems; collects and analyzes patient data using classification systems and medical terminologies; maintains system of data collection and maintenance for particular statewide program of agency such as vital statistics, and personnel records; coordinates storage of records; controls distribution of records; recommends procedures for maintenance and storage; researches retention schedule of records based upon their administrative, legal and fiscal value and obtains approval from appropriate sources; provides advice and consultation on records management to department administrators, local government officials or private agencies and other department personnel; coordinates work with other divisions, departments and/or other governmental jurisdictions; works with Risk Management team to develop/review and maintain appropriate privacy and confidentiality consent, authorization forms, information notices and materials reflecting current system legal practices and requirements.

  30% +/- 10%

- Performs administrative duties related to records management; supervises/manages the electronic medical record registration process and discharge process in EPIC; audits registration and discharge process to assure completeness and accuracy; prepares special reports; orders supplies

  30% +/- 10%
Records Management Supervisor

and equipment; controls expenditures; monitors requests for filing space and determines if requests are cost-effective and efficient; receives, sorts, and distributes mail.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in records management or related field with three (3) years of records management experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) certification

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including a personal computer utilizing departmental software and copier.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.

- Ability to provide instruction to other employees.

- Ability to recommend the discipline or discharge of other employees.

- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- 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 time sheets, statistics, job applications, evaluations and other reports and records.

- Ability to comprehend a variety of reference books and manuals including personnel policy manuals.
Records Management Supervisor

- Ability to prepare supply requests, statistical reports, job procedure reports, correspondence, memos, 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 legal, medical, administrative, and ethical terminology and language as related to healthcare delivery and the privacy of protected patient information.

- Ability to communicate effectively with Director, managers, supervisors, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

<table>
<thead>
<tr>
<th>Class Title:</th>
<th>Service Desk Analyst</th>
<th>Class Number:</th>
<th>1011241</th>
</tr>
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<tbody>
<tr>
<td>FLSA:</td>
<td>Non - Exempt</td>
<td>Pay Grade:</td>
<td>6B</td>
</tr>
<tr>
<td>Dept:</td>
<td>Information Technology</td>
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</tbody>
</table>

Classification Function
The purpose of the classification is to provide assistance to County end users who have issues or questions regarding hardware, software or applications supported by the County Department of Information Technology (IT).

Distinguishing Characteristics
This is a technical, entry level classification. Employees in this work under general supervision. Employees in this class are expected to become fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. It is expected that employees will exercise general independent discretion and judgment in matters related to work procedures and methods.

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% +/- 15%

- Develops an understanding and relationship of the core business applications and the associated technologies within nine months on the job; communicates effectively with County staff, technical support staff and vendors; manages Severity 1 incidents including communications to technicians; provides Service Desk and general technical support to all employees; determines and differentiates between user application and infrastructure incidents; researches and develops solutions for incidents; achieves full understanding of Service Desk escalation protocols.

40% +/- 15%

- Develops an understanding of the County's infrastructure; assists users in accessing and utilizing office technology; provides technical support and operating instructions on applications and hardware devices; provides hardware related training; develops training materials; leads Root Cause Analysis (RCA) for specific incidents; ensures that all documentation is complete.

20% +/- 5%

- Keeps users informed of status of problem resolutions; complete application training within one year; attend other training as required; performs miscellaneous clerical duties.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in computer science or related field and six (6) months of experience that includes troubleshooting and resolving computer problems; or an equivalent combination of education, training, and experience.
Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Data Utilization

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Physical Requirements

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

Supervisory Responsibilities

No supervisory responsibilities.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including emails, problem cards, training requests, vendor service reports, calendars, webpages, network diagrams, and other documentation.

- Ability to comprehend a variety of reference books and manuals including technical reference manuals, informational documents, business and information technology procedures, computer software manuals and County policies and procedures.

- Ability to prepare training manuals, procedures; solutions, status reports, documentation related to incidents and solutions and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department including client users, peers, and supervisor.

- Ability to use and interpret computer terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.
Service Analyst

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>Volunteer Coordinator</th>
<th>Class Number:</th>
<th>1022421</th>
</tr>
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<tbody>
<tr>
<td>FLSA:</td>
<td>Non-Exempt</td>
<td>Pay Grade:</td>
<td>7</td>
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<tr>
<td>Dept:</td>
<td>Public Works</td>
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</table>

Classification Function

The purpose of this classification is to develop and implement all aspects of a volunteer program to participate in various County Animal Shelter projects; assist with coordination of assigned staff, promote public awareness of the County shelter and seek donations and sponsorships.

Distinguishing Characteristics

This is a supervisor classification, working under direction from the Animal Shelter Administrator. This class provides direct supervision to volunteers and combines technical and supervisory duties. The employee in this class is expected to exercise discretion in applying policies and procedures to resolve organizational and service delivery problems 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.

- Develops and implements all aspects of a volunteer program to participate in various County Animal Shelter projects; recruits, trains, schedules, and supervises volunteer staff; determines shelter’s volunteer needs and implements volunteer programs to meet those needs. 40% +/- 10%

- Plans and coordinates events to increase public awareness and generate funds for public education campaigns; networks with businesses, celebrities, and the general public to generate funds and sponsorships for shelter activities; assists in maintaining shelter website and volunteer social media pages; assists in development and implementation of public service announcements, advertising, outreach tables and displays; assists in design and distribution of literature; makes public and media appearances for communicating the County animal shelter’s policies, mission and adoption/volunteer opportunities; seeks donations. 40% +/- 10%

- Coordinates the work of assigned County Animal Shelter personnel and volunteers; assigns work and reviews completed work assignments; assists with work schedules; assists with job training and instruction. 10% +/- 5%

- Performs related administrative duties; assists in organizing, creating and updating records and resource inventory; performs data entry functions. 10% +/- 5%

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's Degree in business, marketing, public relations or related degree and two years of event coordinator or volunteer recruitment experience, including one year of supervisory experience; or any equivalent combination of training and experience.
Volunteer Coordinator

Valid Ohio driver license and proof of automobile insurance.

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.
- Ability to stand and walk for prolonged periods of time, bend, twist, and push, pull and lift up 50 pounds with or without assistance.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and volunteers.
- Ability to provide instruction and training to other employees and volunteers.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals, calculate 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 weekly dog reports, bite/scratch reports, volunteer applications, license forms, adoption questionnaires, adoption contracts, statistical reports, humane education reports, waivers, and other reports and records.
- Ability to prepare correspondence, event sheets, sponsorship lists, volunteer hours, weekly newsletter, work schedules, pamphlets, flyers, brochures, public service announcements, trip sheets, department activity reports, 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 marketing, basic legal, and medical terminology.
- Ability to communicate effectively with media personnel, supervisor, shelter staff, volunteers, external vendors, other County employees, and the general public.
Volunteer Coordinator

Environmental Adaptability

- Work is typically performed in an office environment and in the animal shelter.
- Work may involve exposure to animals, strong odors, noise extremes, wetness, humidity, weather extremes, temperature extremes, diseases, and bodily fluids.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<table>
<thead>
<tr>
<th>Class Title:</th>
<th>Radio Dispatcher</th>
<th>Class Number:</th>
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<tbody>
<tr>
<td>Pay Grade:</td>
<td></td>
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<td>1</td>
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</tbody>
</table>

**Departments:** Central Services, Development, only

## Classification Function

The purpose of this classification is to receive and transmit all messages to and from various sources through operation of radio, telephone or teletype in accordance with County and FCC rules and 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.

- Receives and transmits all messages to and from various sources through operation of radio, telephone or teletype in accordance with County and FCC rules and regulations (e.g., transmits and receives FM (voice) transmission; dispatches patrols and maintenance personnel; relays emergency information or verbal instructions to and from mobile and base radio units of all divisions of department; relays emergency road condition information from other governmental agencies and private citizens to appropriate departmental supervisor for action; controls transmissions to county garages and vehicles).

- Maintains various work related documentation (e.g., maintains logs of all radio traffic received and transmitted; maintains logs of telephone or teletype messages received; maintains files of arrest records, fire calls or police operational records/reports; prepares, files and posts instructions, schedules or correspondence; prepares towed vehicle forms; orders forms and supplies).

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

High school diploma or equivalent with five months of radio operation experience; or any equivalent combination of training and experience.

**Additional Requirements**

No special license or certification is required.

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

**Physical Requirements**

- Ability to operate a variety of automated office machines including typewriter, telephone and copier.

- Ability to operate communications equipment including two-way radio and teletype machine.

**Mathematical Ability**

- Ability to add, subtract, multiply and divide.
Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including transmission logs, telephone and teletype logs, work schedules, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including FCC rules and regulations, and personnel policy manuals.
- Ability to prepare telephone and teletype logs, radio transmission logs, messages 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 telecommunications terminology and language.
- Ability to communicate effectively with supervisor, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

<table>
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<tr>
<th>Class Title:</th>
<th>Compensation Analyst</th>
<th>Class Number:</th>
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<tr>
<td>FLSA:</td>
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<td>Pay Grade:</td>
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<tr>
<td>Dept:</td>
<td>Human Resources</td>
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Classification Function
The purpose of this classification is to develop job descriptions for unclassified and bargaining unit positions and to evaluate unclassified jobs to assign appropriate pay, ensuring internal equity and market competitiveness. This position assists the HR Compensation Manager by analyzing information to ensure and recommend that compensation practices and related activities for unclassified positions are in legal compliance.

Distinguishing Characteristics
This is a journey level classification with responsibility for developing and leading compensation projects under a well-defined 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.

25% +/- 10%
- Develops job descriptions for unclassified positions, including the establishment of minimum requirements and related knowledge, skills and abilities (KSA's); performs job analysis, interviews personnel, and conducts on-site observation to audit job functions.

15% +/- 10%
- Evaluates unclassified jobs to assign appropriate pay to ensure internal equity and market competitiveness; completes job evaluations and market analysis; audits compensation practices for legal compliance including Fair Labor Standards (FLSA) testing; updates salary structures; analyzes survey data, develops and presents detailed analyses for management; reviews and makes recommendations regarding the creation of new or revision of existing jobs.

25% +/- 10%
- Performs analysis and recommends base pay for new hires, transfers and promotions; reviews requests for merit and equity-based salary adjustments and makes recommendations; leads annual compensation planning activities.

10% +/- 5%
- Assists in the development, implementation, maintenance, analysis, and administration of compensation programs, policies, procedures and best practices to support the strategic objectives of the County; assists in the coordination and consolidation of compensation data for reporting; performs compensation studies; participates in salary surveys.

10% +/- 5%
- Provides consulting to human resources staff and strategic business partners; assists in making recommendations for organizational design, reorganizations, integrity of job levels, and job design; assists management in union negotiations and provides analysis of pertinent salary information.

Proposed Date:
Compensation Analyst

- Advises managers and employees on state and federal employment regulations, compensation policies, personnel procedures and classification programs; provides advice on the resolution of classification and salary complaints; provides education and various compensation presentations as needed.

- Performs salary survey analysis including linear regression analysis and uses appropriate job evaluation methodology to develop and define job evaluation process for unclassified positions; performs cost analysis.

- Identifies, implements and administers job assessments for selection; oversees the assessment administration process; trains other Human Resources staff regarding various processes and procedures; ensures all assessors are using proper procedures; sets priorities for utilizing resources and ensures efficient coordination of resources and activities in order to meet objectives; arranges for location, equipment and supplies to be available for assessment administration; develops and administers assessment instruments; ensures instruments are reliable and properly validated; creates methods for documenting information and results; proctors and scores assessment instruments; maintains integrity of assessment scoring reports, records and data; provides assessment results and objective feedback to managers and internal candidates regarding results; offers suggestions for improvement.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor’s degree in preferably Human Resources, Human Relations, Labor Relations, or related field with four (4) years of administering and facilitating compensation program experience.

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

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 personal computer, copier, calculator, and telephone.

Mathematical Ability

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

Proposed DATE
Compensation Analyst

- Ability to comprehend a variety of informational documents including SAP data extracts, salary survey reports, classification specifications, job descriptions, Comprehensive Position Questionnaire (CPQ), personnel request forms, request for salary analysis form, salary survey reports, and other reports and records.

- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, personnel policy manuals, Fair Labor Standards Act (FLSA) duties test, and County's Compensation Philosophy.

- Ability to prepare request for salary analysis, salary survey questionnaires, white papers, cost analysis reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

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

- Ability to use and interpret compensation terminology.

- Ability to communicate effectively with HR staff, department management, other County employees, external peers, and outside vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

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

Proposed DATE
CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title: Forensic Scientist 3 – Firearms & Toolmarks  
Class Number: 1071283

FLSA: Exempt  
Pay Grade: 12

Dept: Medical Examiner's Office

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

Distinguishing Characteristics
This is an advanced journey-level classification working under general supervision. Positions in this class are expected to independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, applicable regulations, and of methods for the analysis of data and results. They may also supervise and review the work of less experienced analysts. This position is differentiated from that of the Forensic Scientist 2. A single person with the designation of Forensic Scientist 3 will be assigned the additional task of Quality Assurance Officer. The person who is made QA Officer is responsible for maintaining instruments, validating procedures, and ensuring the requirements for laboratory accreditation by ISO17025 are met. This is a dedicated position in some laboratories.

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 examinations and comparisons of firearms, bullets, shells, casings, tool marks and other related items; applies instrumental, physical, and/or chemical techniques in the examination of firearm and tool mark evidence; disassembles, reassembles, renders safe, and tests firearms to determine operability, safety, and accuracy; documents unique characteristics and records physical parameters using measuring projections, micrometers, etc.; performs distance determination and examination of gunshot patterns with test standards; uploads into and reviews data from NIBIN, the National Integrated ballicstic Information Network; prepares findings and issues reports based on the results of the examination.  
  40% +/- 10%

- Reviews/compiles case files and firearm evidence; testifies as firearm expert witness in court as required.  
  15% +/- 10%

- Cleans and maintains worksite and laboratory equipment; transfers and maintains evidence in storage.  
  10% +/- 5%

- Testifies in court as an expert witness; communicates with attorneys and law enforcement personnel; attends meetings.  
  10% +/- 5%
Forensic Scientist 3 – Firearms & Toolmarks

- Ensures overall quality of results; develops and validates standards, controls and methods for analysis; troubleshoots analytical methods; improves software for use. 5% +/- 2%
- Assists with the training of new employees, student interns and student shadows; reviews data generated by other staff members; supervises and reviews work of less experienced technicians. 5% +/- 2%
- Communicates with attorneys and law enforcement personnel regarding scientific analysis; prepares for court testimony and testifies in court as an expert witness. 5% +/- 2%
- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field, presents results of research at national meetings, and publishes in peer-reviewed scientific journals. 5% +/- 2%
- Performs other duties as assigned by the Laboratory Supervisor.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor’s degree in Natural/Physical Science, Forensic Science, or related field and five (5) years of laboratory experience performing firearm and toolmark comparisons and analysis; or an equivalent combination of education, training, and experience.

Additional Requirements

No certifications required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including camera, tubes, and a variety of microscopes.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages and perform statistical analysis and college level algebra.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including chain of custody records, case history forms, firearm/toolmark reports, NIBIN data and reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and hazardous materials records.
Forensic Scientist 3 – Firearms & Toolmarks

- Ability to prepare firearm/toolmark case report, case forms and charts, maintenance documents, purchase orders, chain of custody, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

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

- Ability to use and interpret medical/scientific terminology and language.

- Ability to communicate and to develop and maintain effective working relationships with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

Environmental Adaptability

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

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<table>
<thead>
<tr>
<th>Class Title:</th>
<th>Forensic Scientist 3 – Fingerprint</th>
<th>Class Number:</th>
<th>1071233</th>
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<tbody>
<tr>
<td>FLSA:</td>
<td>Exempt</td>
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<tr>
<td>Dept:</td>
<td>Medical Examiner’s Office</td>
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**Classification Function**

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

**Distinguishing Characteristics**

This is an advanced journey-level classification working under general supervision. Positions in this class are expected to independently perform recurring, well-precedented projects using standard methods and techniques. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and are expected to become fully aware of methods, protocols, procedures, applicable regulations, and of methods for the analysis of data and results. They may also supervise and review the work of less experienced analysts. This position is differentiated from that of the Forensic Scientist 2. A single person with the designation of Forensic Scientist 3 will be assigned the additional task of Quality Assurance Officer. The person who is made QA Officer is responsible for maintaining instruments, validating procedures, and ensuring the requirements for laboratory accreditation by ISO17025 are met.

**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.

- Obtains fingerprints of deceased individuals and creates foot and palm prints on tenprint cards; compiles case files and fingerprint evidence; utilizes the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; conducts processing of physical evidence suspected of bearing finger, palm and foot prints; evaluates prints and conducts comparisons of questioned prints to known standards; maintain logs and records of examinations performed; prepares, evaluates and enters prints into an Automated Fingerprint Identification System (AFIS); prepare charts and other material for demonstration of evidence in court; prepares findings and issues reports based on the results of the examination. 50% +/- 10%

- Testifies in court as a fingerprint expert witness; communicates with attorneys and law enforcement personnel regarding scientific analysis; prepares for court testimony. 25% +/- 10%

- Cleans and maintains worksite and laboratory equipment; performs maintenance of AFIS equipment; transfers and maintains evidence in storage. 10% +/- 5%

- Ensures overall quality of results; develops and validates standards, controls, and methods for analysis; troubleshoots analytical methods; improves software for use. 5% +/- 2%

Proposed DATE
Forensic Scientist 3 – Fingerprints

- Assists with the training of new employees, student interns, and student shadows; reviews data generated by other staff members; supervises and reviews work of less experienced technicians.  

- Attends and participates in professional group meetings, conferences, seminars and trainings; stays abreast of new trends and information in the field; presents results of research at national meetings; publishes in peer-reviewed scientific journals.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor’s degree in Biology, Chemistry, Forensic Science or related field and five (5) years of laboratory experience performing latent print comparison and identification; or an equivalent combination of education, training, and experience.

Additional Requirements

No certifications required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and copier; ability to use a variety of laboratory tools and equipment including camera, tubes, and a variety of microscopes.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform statistical analysis, and college level algebra.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

- Ability to comprehend a variety of informational documents including chain of custody records, case history forms, fingerprint reports, AFIS data and reports, case history information, and police reports and photos.

- Ability to comprehend a variety of reference books and manuals including standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and hazardous materials records.

- Ability to prepare fingerprint case report, case forms and charts, maintenance documents, purchase orders, chain of custody, laboratory report, fingerprint reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to serve as supervisor or lead worker, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

- Ability to use and interpret medical/scientific terminology and language.

Proposed DATE
Forensic Scientist 3 – Fingerprints

- Ability to communicate with other departmental employees, supervisor, police department personnel, attorneys, and sales representatives.

Environmental Adaptability

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

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

The purpose of this classification is to assist the Geographic Information System (GIS) Planning and Development Manager implement GIS-based solutions to enhance and streamline business processes and solve complex problems using advanced data modeling and spatial analysis.

Distinguishing Characteristics:

This is an advanced journey level classification in the GIS series. This position is distinguished from lower level positions as employees at this classification are expected to work independently, exercising judgment and initiative. Positions at this level receive instruction or assistance only as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit and may provide instruction to lower level GIS analysts and technicians as needed.

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. Performs duties including, but not limited to:

- Recommends and establishes standards and procedures for the collection, revision and ongoing maintenance of high priority data, maps, and services. Mentors GIS analysts in complex techniques, including administration of GIS database, web servers, and map viewers. 30% +/- 10%

- Maintains complex spatial data models, performs complex data analysis and database querying. Works with staff to resolve complex problems involving databases, server operating systems, networks, applications, websites, and code. 30% +/- 10%

- Develops requirements and high level architectural specifications for the GIS infrastructure. Designs, develops, deploys and tests GIS web mapping applications and web services in the .NET environment using GIS software. 20% +/- 10%

- Performs other duties, provides other software assistance; coordinates public and County GIS data sharing and exchange; designs and develops reports; designs and maintains desktop databases for reports and maps; provides training; may supervise and provide feedback for lower level GIS positions. 20% +/- 10%

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in information technology or related field and five (5) years of advanced GIS analysis and/or GIS development experience; or any equivalent combination of training and experience.
Senior GIS Analyst

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, printer, plotter and drafting tools.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform upper-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 external GIS data, external assessment data, maintenance data, maps, schematics, design record drawings, CAD files, image files, correspondence and other reports and records.

- Ability to comprehend a variety of reference books and manuals including database documentation, development documentation, engineering drawings, server documentation, and computer software manuals.

- Ability to prepare GIS data, analysis reports, office application data, map reports, assessment estimates, application reports, annual report and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

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

- Ability to use and interpret GIS data modeling, database and web development syntax, and statistical analysis terminology.

- Ability to communicate effectively with managers, supervisors, other County employees, vendors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment although time may be spent outdoors collecting or verifying data.

_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._