County Council of Cuyahoga County, Ohio

Resolution No. R2017-0097

| 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 June 7, 2017, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through J) 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: Data Processor Supervisor
Class Number: 1011213
Pay Grade: 6
*Revised essential job 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; pay grade increased by one level from PG 5 to PG 6.

Exhibit B: Class Title: Groundskeeping Supervisor
Class Number: 1042212
Pay Grade: 8
*Revised essential job 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: Investigating Manager
Class Number: 1022127
Pay Grade: 15
* Revised essential job 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: Performance Consultant
Class Number: 1053901
Pay Grade: 13
* Updated specification to include the Department of Health and Human Services; FLSA status, and percentages of time for essential functions.

Exhibit E: Class Title: Radio Dispatch Coordinator
Class Number: 1041212
Pay Grade: 3
* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions. Pay grade changed from 4 to 3.
Exhibit F:  
Class Title:  *Space Planner*  
Class Number: 1052231  
Pay Grade: 12  
*Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions. Pay grade changed from 13 to 12.*

**Proposed New Classifications:**

Exhibit G:  
Class Title:  *Witness/Victim Program Specialist*  
Class Number: 1056261  
Pay Grade: 8

Exhibit H:  
Class Title:  *Procurement Audit Supervisor*  
Class Number: 1015111  
Pay Grade: 10

Exhibit I:  
Class Title:  *Family Justice Center Operations Coordinator*  
Class Number: 1056271  
Pay Grade: 11

Exhibit J:  
Class Title:  *Juvenile Mediator*  
Class Number: 1062551  
Pay Grade: 9

**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 Mr. Hairston, the foregoing Resolution was duly adopted.

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

Nay: None

_________________________ __________
County Council President  Date

_________________________ __________
County Executive          Date

_________________________ __________
Deputy Clerk of Council   Date

First Reading/Referred to Committee: June 13, 2017
Committee(s) Assigned: Human Resources, Appointments & Equity

Legislation Substituted in Committee: June 20, 2017

Journal CC026
June 27, 2017
CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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<tr>
<th>Class Title:</th>
<th>Data Processor Supervisor</th>
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<tr>
<td>Dept:</td>
<td>Job and Family Services</td>
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Classification Function
The purpose of this classification is to supervise data entry and processing activities for the Department of Job and Family Services.

Distinguishing Characteristics
This is a supervisory-level classification that is responsible for supervising data entry and processing activities for the Department of Job and Family Services. 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.

- Performs data processing activities; updates information in databases as required; requests data from various sources; compiles, sorts and verifies the accuracy of data before it is entered; compares data with source documents; researches, identifies and corrects inconsistencies and errors in data; stores completed documents in appropriate locations; processes Prevention, Retention, and Contingency (PRC) applications and daily warrants; monitors databases for attendance data and records; produces reports of database information as requested; synthesizes data to generate reports and spreadsheets; distributes reports to appropriate parties; readies obsolete documents for storage.  
  
  60% +/- 10%

- Supervises employees in the data processing unit; 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, concerns and problems; approves employee leave requests and time sheets; recommends personnel actions including selection, promotion, transfer, discipline or discharge.

  30% +/- 10%

- Performs related administrative duties; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; responds to customer requests for data and information.

  10% +/- 5%

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's Degree in information technology, data processing, information systems, or related degree and three (3) years of experience in data processing, public benefits administration, or related field; 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.

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, evaluation, or promotion of other employees.
- Ability to recommend and act on the discipline or discharge of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- 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 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 data forms, daily log sheets, warrant reports, payroll documents, and other reports and records.
- Ability to prepare payroll documents, purchase orders, data forms, performance evaluations, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise, counsel, convince, and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate with supervisor, co-workers, employees, customers, consultants, internal and external agencies, 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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<th>Groundskeeping Supervisor</th>
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<td>Dept:</td>
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Classification Function

The purpose of this classification is to supervise Groundskeepers and other assigned staff in the maintenance and upkeep of County property and grounds.

Distinguishing Characteristics

This is a supervisor classification with responsibility for supervising Groundskeepers and other assigned staff in the maintenance and upkeep of County property and grounds. Employees in this classification work under direction of the Building Maintenance Superintendent. 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 Groundskeepers and other assigned personnel; directs staff to ensure work completion and maintenance of standards; ensures personnel safety; plans, assigns and reviews work; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; approves employee time sheets and leave requests; recommends personnel actions including selection, promotion, transfer, discipline or discharge.  
  40% +/- 10%

- Performs routine maintenance and grounds maintenance duties; maintains landscaping and other grounds features by mulching, weeding, trimming, and edging; plants flowers, foliage, shrubs, and grass; trims bushes and trees; edges and maintains flower beds; spreads or sprays fertilizers, herbicides, and insecticides; operates equipment to perform snow and ice removal of County areas and to mow grass in surrounding property; spreads salt on sidewalks and driveways; maintains and repairs tools and equipment; inspects completed work to ensure conformity to specifications, standards, and contract requirements.  
  40% +/- 10%

- Performs related administrative responsibilities; responds to emails and phone calls; attends various trainings and meetings; coordinates with fiscal office on creating service and supply contracts for upcoming seasons; orders equipment and supplies; stocks supplies; coordinates with contractors and tradesmen providing contracted repairs, inspections and services; maintains required records of repairs, inspections, contracts, services and supplies.  
  20% +/- 10%

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with two (2) years of groundskeeping experience; or any equivalent combination of training and experience.
Groundskeeper Supervisor

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 various grounds maintenance equipment including bobcat utility vehicle, snow plow, chainsaw, pole saw, string and hedge trimmers, lawn mower, and snow blower.
- Ability to stand and walk for a prolonged period of time, ability to balance, climb, crawl, crouch, bend and twist; ability to push, pull and lift up to 50 lbs.

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 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 material safety data sheets, work orders, pest control orders, uniform orders, receipts, performance evaluations, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, OSHA standards, County standard operating procedures, and equipment operations manuals.
- Ability to prepare requisitions, payroll documents, vehicle logs, performance evaluations, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
Groundskeeper Supervisor

- Ability to communicate with supervisors, customers, vendors, contractors, utilities staff, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed outdoors in varying weather conditions.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness, humidity, wildlife, noise extremes, bright or dim lights, vibrations, machinery, and traffic hazards.

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 organize, coordinate and direct the activities of the Investigation Department and its personnel.

Distinguishing Characteristics
This is a managerial-level classification that is responsible for directing the activities of the Investigation Department and supervising a staff of Investigation Supervisors, Internal Audit staff, and other assigned staff. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and 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.

- Supervises Investigation Supervisors, Internal Audit staff, and other assigned staff; 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, concerns and problems; approves employee leave requests and timesheets; recommends personnel actions including selection, promotion, transfer, discipline or discharge. 35% +/- 10%

- Manages Investigation Department and its activities; oversees and ensures the department functions in compliance with local, state, and federal regulations and guidelines; develops and implements departmental procedure and policies for fraud prevention, detection, prosecution, and recovery; analyzes operations to evaluate department performance and to determine areas of program improvement or policy change; directs, plans, and implements policies, objectives and activities of department to ensure continuing operations; reviews budgetary documents, determines priorities and prepares budget. 30% +/- 10%

- Performs investigative duties; provides assistance to Investigators, Internal Auditors, Case Prosecutors and Federal and State Agencies during all stages of trial proceedings; oversees County public assistance collections; reviews, edits and approves all reports submitted to court; reviews and approves subpoenas and investigative plans; handles grievances and attends grievance hearings. 25% +/- 10%

- Performs related administrative responsibilities; prepares various related reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; communicates and collaborates with Federal and State fraud units, law enforcement and courts to enhance fraud program; serves as department liaison with other agencies; prepares and presents reports of investigation department functions. 10% +/- 5%
Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business, finance, law, criminal justice, or related field with five (5) years of criminal or administrative investigative experience including two (2) years of supervisory experience; or any equivalent combination of training and experience.

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

Additional Requirements for all levels

No additional license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including 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, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the 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 prosecution reports, budget reports, delinquency reports, Court disposition reports, subpoena requests, memos, letters, and other reports and records.

Investigation Manager

- Ability to prepare quarterly and annual reports, investigation report, grievance responses, department policies and procedures, performance evaluations, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

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

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

- Ability to communicate effectively with staff, coworkers, supervisor, Director, clients, case targets, witnesses, Court personnel, County Prosecutors, law enforcement personnel, other County, State and Federal personnel, Unions, 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>Class Title:</th>
<th>Performance Consultant</th>
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<td>Dept:</td>
<td>Office of the County Executive &amp; Health and Human Services</td>
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Classification Function

The purpose of this classification is to develop internal and external innovation plans and identify key areas of improvement for the County.

Distinguishing Characteristics

This is a journey level classification with responsibility for assisting with internal and external innovation plans including outcome-based contract management, cost savings and operational efficiency projects. This classification manages sensitive data, interprets performance analysis and executes projects in support of the County Executive’s strategic priorities & key administrative opportunities for improvement. Positions in this class independently perform recurring, well-precedented projects using standard methods and techniques. Employees receive instruction or assistance as new or unusual situations arise, and are expected to remain up-to-date on methods, techniques, procedures, and applicable regulations for the analysis of data and results.

Essential Job Functions

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

- Develops internal and external innovation plans; identifies key areas of improvement for the County such as performance indicators, critical business processes and technology; prepares project charters and project plans; maps processes; implements project plans; manages unforeseen risks and issues; collaborates with management staff to evaluate programs and services; closes out projects; documents project results and lessons learned.  

- Retrieves, analyzes, interprets, presents and publishes data and performance reports in support of the Operational Excellence Program or other related programs; identifies key operational trends, patterns and surface insights.  

- Performs related administrative duties; prepares various reports, records and other documents; tracks project progress; answers phone calls and emails; schedules and attends meetings, trainings, and conferences; pursues proper certifications and applies the knowledge to the organization; researches current trends and best practices; oversees focus groups and cross-functional team meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

Master’s degree in Business Administration, Public Administration, Urban Planning, Industrial Organizational Psychology, Organizational Development or related field with two (2) years of process improvement or organizational development 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 computer and copier.

Mathematical Ability

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

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 budget statements, personnel forms and reports, evaluations, invoices, funding applications, financial documents, and legislation.

- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, classification specifications, the Ohio Revised Code, County Charter and ordinances, publications, and OSHA standards.

- Ability to prepare project portfolios, project charters, project management plans, executive summaries, run charts, performance reports, pareto charts, memoranda, continuous improvement stories, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.

- Ability to communicate with managers, administrators, directors, other County staff, contractors, vendors, external clients, 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>Class Title:</th>
<th>Radio Dispatch Coordinator</th>
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Classification Function
The purpose of this classification is to coordinate dispatching activities for the Public Works Department Sanitary Division.

Distinguishing Characteristics
This is an entry-level classification that works under the general supervision of the Administrative Assistant II and is responsible for coordinating the dispatching activities for the Public Works Sanitary Division. The employee works within a 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%
- Records and maintains data, records of work, services performed, inventory, and other dispatch information; tracks and logs crew field activities; provides daily reports to the operations section; tracks and files dispatch log documentation; tracks and reports overtime lists; transmits daily crew locations and activities to appropriate city departments; coordinates with Ohio Utilities Protection Services (OUPS) to ensure utilities are marked as needed; acts as liaison for department with other public works departments and the general public.

30% +/- 10%
- Coordinates dispatching activities; receives and directs incoming calls to proper areas of sewer maintenance; records messages; screens complaints; dispatches field crews to job locations; tracks and monitors crew locations; coordinates services and schedules; assists crews with locating customers and job sites; relays messages and information between work crews, supervisors and other departments.

30% +/- 10%
- Performs related administrative responsibilities; prepares various reports, records and other documents; files and scans paperwork as needed; responds to emails and phone calls; attends various trainings and meetings; conducts inventory control; creates purchase requisition forms; maintains inventory records; disperses equipment and materials.

Minimum Training and Experience Required to Perform Essential Job Functions
High school diploma or equivalent.

Proposed DATE
Radio Dispatch Coordinator

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 a computer and copier.
- Ability to operate two-way radio and vehicle paging system.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- 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 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 daily dispatch logs, service reports, maintenance reports, billable hour logs, and other reports and records.
- Ability to prepare dispatch logs, maintenance and repair reports, spreadsheets, overtime sheets, billable hours logs, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with field crews, supervisors, service directors, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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Classification Function
The purpose of this classification is to coordinate real estate and land sales on behalf of the Cuyahoga County Executive Agencies and to rent appropriate office space for County departments as needed.

Distinguishing Characteristics
This is a journey-level classification that is responsible for coordinating real estate and land sales on behalf of the Cuyahoga County Executive Agencies and renting appropriate office space for County departments as needed. 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.

- Coordinates real estate and land sales on behalf of the County Executive and rents appropriate office space for all County agencies; buys and sells buildings and land for the County Executive; locates and rents offices to meet department's space and location requirements; pays taxes and special assessments on County owned properties; applies for tax-exempt status, when applicable; selects and hires real estate appraisers as needed; works in conjunction with Department Directors on space in County owned buildings. **80% +/- 10%**
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; represents the County Executive on various task forces; participates in budget planning; maintains accurate inventories and files. **20% +/- 10%**

Minimum Training and Experience Required to Perform Essential Job Functions
Bachelor's degree in real estate, urban development or related field with three years of real estate 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

Physical Requirements
- Ability to operate a variety of automated office machines including computer and copier.
- Ability to walk for a prolonged period of time.

Proposed DATE
Mathematical Ability

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

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 budgets, bid documents, leases, lease specifications, tax bills, and other reports and records.

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

- Ability to prepare leases, lease specifications, land specifications, building specifications, tax-exempt forms, lease lists, purchase orders, budgets, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

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

- Ability to use and interpret real estate, legal, and marketing terminology and language.

- Ability to communicate effectively with supervisor, director, clients, real estate salespersons, County Executive, elected officials, Public Works Director, other County personnel, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<table>
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<tr>
<th>Class Title:</th>
<th>Witness/Victim Program Specialist</th>
<th>Class Number:</th>
<th>1056261</th>
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<td>FLSA:</td>
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<td>Dept:</td>
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Classification Function
The purpose of this classification is to develop, implement, and evaluate Childhood Exposure to Violence (CEV) Programs.

Distinguishing Characteristics
This is a journey level classification with responsibility for developing, implementing, and coordinating the evaluation activities for CEV Programs. This classification works under a framework of defined procedures and regulations. The incumbent is expected to work more independently and exercise discretion in applying procedures to ensure that grants 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, implements, and coordinates the evaluation activities for CEV Programs; exchanges information, coordinates activities and resolves issues in regards to the program; analyzes and evaluates program needs and/or deficiencies; develops recommendations and implements policies and procedures; monitors and evaluates programmatic and fiscal activities through site visits, meetings, data, written and verbal communication. 60% +/- 10%

- Performs community outreach duties; attends various meetings, conferences, and trainings; coordinates and facilitates various meetings with community stakeholders and subcommittees; conducts and coordinates trainings to various agencies participating in program services; provides technical assistance to agencies; conducts presentations and various workshops, conference, community groups, and individuals. 20% +/- 10%

- Performs related administrative responsibilities; prepares and writes proposals soliciting program services and support; reviews and makes recommendations of prospective vendors submitting proposals for services; prepares and presents report findings. 20% +/- 10%

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor’s degree in Social Work, Psychology, Sociology, or related field with 3 years of program development or grant writing 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

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 perform 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 Medicaid invoices, billing invoices, Program Operations Report, screening numbers, outcome of treatment services, Victim of Crime Surveys, and other reports and records.

- Ability to comprehend a variety of reference books and manuals including internal policies and procedures and psychological screening tools.


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

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

- Ability to communicate with program committee members, community stakeholders, managers, supervisors, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment and on-site visits.

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

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<tr>
<th>Class Title:</th>
<th>Procurement Audit Supervisor</th>
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<td>Dept:</td>
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Classification Function
The purpose of this classification is to supervise a team conducting audits of contracted service providers and to complete auditing duties.

Distinguishing Characteristics
This is a supervisory-level classification that is responsible for supervising a team conducting audits of contracted service providers. The employee works with a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that the 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.

- Completes auditing duties; plans and conducts audits of contracts; prepares documents to support audits; produces reports of audit findings; reviews audit reports; analyzes trends and patterns within audit findings; conducts research on state and federal rules and regulations, industry standards, and best practices; develops and revises audit policies and procedures; prepares Request for Proposals (RFPs); prepares and reviews contracts to ensure compliance with applicable agency, state, and federal regulations; completes contract evaluations to determine provider performance; creates reports regarding contract status; conducts provider training; assists providers with using online data management system; develops provider training materials.  
  60% +/- 10%

- Supervises assigned staff; 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, concerns, and problems; approves employee leave requests and time sheets; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.  
  20% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; represents agency at community meetings.  
  20% +/- 10%

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in public administration, business administration, public finance or related field with two (2) years of experience in contract monitoring, grant administration or related field and one (1) year of related supervisory experience; or any equivalent combination of training and experience.

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

Proposed DATE
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.

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, 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 provider billing utilization, client satisfaction reports, goals and objectives reports, audit reports, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Cuyahoga County Code, Ohio Administrative Code, and Ohio Revised Code.
- Ability to prepare RFPs, contracts, audit reports, contract evaluation reports, performance appraisals, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with supervisor, subordinates, other County employees, vendors, and the general public.
Procurement Audit Supervisor

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>Family Justice Center Operations Coordinator</th>
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Classification Function
The purpose of this classification is to coordinate the daily operations of a full-service Family Justice Center.

Distinguishing Characteristics
This is a journey level classification with responsibility of coordinating the daily operations of a full-service Family Justice Center and performing community outreach duties. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and 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.

- Coordinates the daily operations of a full service Family Justice Center; monitors intake compliance; assists intake staff; prepares referrals for partner agencies; develops and implements policies and procedures; ensures policies and procedures are in compliance; manages all data accrued at the Family Justice Center; analyzes data and prepares statistical spreadsheets; analyzes issues affecting the Family Justice Center and formulates solutions; communicates with all on-site and off-site partner agencies; assists in determining the best practices for the Family Justice Center; substitute for any absent for any on-site partners.

- Performs community outreach duties; leads various meetings; trains staff and community partners; provides information about the Family Justice Center and promotes the services available to community agencies.

- Performs related administrative responsibilities; enters clients' data; prepares for meetings; prepares data and research for topics at various meetings; attends Executive Committee meetings; reviews satisfaction surveys.

Minimum Training and Experience Required to Perform Essential Job Functions
Bachelor's degree in Social Work, Criminology, Psychology, Sociology, or related field with three (3) years of experience working directly with victims of crime; or any equivalent combination of training and experience.

Additional Requirements for all levels

*Proposed DATE*
No special license or certification is required.

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

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

**Mathematical Ability**
- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform 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 client records, survey reports, client information reports, satisfaction surveys, and other reports and records.
- Ability to prepare caseload report, client information report, client report, survey report, client records and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel and advise administrators, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with clients, police officers, prosecutors, judges, social services agencies, and off-site partner agencies.

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

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

Essential Job Functions

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

- Conducts mediations and assists with the mediation process; conducts custody and visitation mediations; prepares mediation agreements; prepares monthly reports; prepares journal entries; reviews and screens cases; prepares cases for submission to court; prepares visitation agreements; prepares parenting plans; answers questions from mediators regarding mediator agreement. **55% +/- 10%**

- Assists with special projects as needed by the Cuyahoga County Juvenile Court; participates in projects to improve case flow management; speak at various public outreach and training events; prepares slides and PowerPoint's. **10% +/- 5%**

- Performs administrative tasks; schedules mediations; scans cases for court dockets; makes and returns phone calls; manages case log; schedules cases. **35% +/- 10%**

Minimum Training and Experience Required to Perform Essential Job Functions
Bachelor’s degree with one (1) year of professional experience with families; or any equivalent combination of training and experience.

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

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Proposed DATE
Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

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

- Ability to comprehend a variety of informational documents including court orders, mediation agreements, mediator case list, iCase Task list, performance reports, case log, assorted court documents filed, and other reports and records.

- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Uniform Mediation Act, Cuyahoga County Courts Local rules, Ohio rules of Civil Procedures, Juvenile rules, and Domestic Law

- Ability to prepare mediation agreements, transmittal form, case management file, case management report, journal entries, monthly case management file, agreement modification forms, waiver of summons, 3rd party custody, transmittal sheet, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

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

- Ability to use and interpret legal terminology and language.

- Ability to communicate with supervisors, co-workers, court personnel, attorneys, Guardian Ad Litem, parents, mediation parties, and presentation attendees.

Environmental Adaptability

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

- Work will involve exposure to violence.

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