

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0151

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 August 23, 2017, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through R) 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: *Classification and Compensation Specialist*
Class Number: 1082111
Pay Grade: 13
*Revised specification to better reflect the essential job duties; changed name from to better reflect essential job functions. Pay grade increased by one level from PG 12 to PG 13.
- Exhibit B: Class Title: *Employment & Family Service Supervisor*
Class Number: 1014111
Pay Grade: 11
*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: *Employment Testing Specialist*
Class Number: 1081111
Pay Grade: 13
* Revised specification to update the information to better reflect the essential job duties. The pay grade was increased from PG 12 to PG 13.
- Exhibit D: Class Title: *Neighborhood Center Manager*
Class Number: 1014113
Pay Grade: 15
*The essential job functions have been updated 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 E: Class Title: *Senior Employment & Family Service Supervisor*
Class Number: 1014112
Pay Grade: 13
* 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 F: Class Title: *Senior Employment Testing Specialist*
Class Number: 1081112
Pay Grade: 14
* Revised the specification to update the information to better reflect the essential job duties. The pay grade went from a PG 13 to a PG 14.

Exhibit G: Class Title: *Senior Information Systems Administrator*
Class Number: 1053134
Pay Grade: 16B
* 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.

Proposed New Classifications:

Exhibit H: Class Title: *Data Analyst*
Class Number: 1053161
Pay Grade: 9B

Exhibit I: Class Title: *Early Child Care Program Specialist*
Class Number: 1014301
Pay Grade: 7

Exhibit J: Class Title: *Early Childhood Resource and Training Coordinator*
Class Number: 1056342
Pay Grade: 12

Exhibit K: Class Title: *Early Childhood Mental Health Therapist*
Class Number: 1056341
Pay Grade: 9

Exhibit L: Class Title: *Employment Testing Proctor*
Class Number: 1052251
Pay Grade: 3

Exhibit M: Class Title: *ERP Enterprise Asset Management Systems Lead*
Class Number: 1083112
Pay Grade: 16B

Exhibit N: Class Title: *ERP Financial Systems Lead*
Class Number: 1084112
Pay Grade: 16B

Exhibit O: Class Title: *ERP HRIS Systems Lead*
Class Number: 1085112
Pay Grade: 16B

Exhibit P: Class Title: *ERP Procurement Systems Lead*
Class Number: 1086112
Pay Grade: 16B

Exhibit Q: Class Title: *Family and Children First Council Service
Coordinator*
Class Number: 1056321
Pay Grade: 13

Exhibit R: Class Title: *Senior Emergency Management Specialist*
Class Number: 1062422
Pay Grade: 10

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

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

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

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

Nays: None

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 12, 2017

Committee(s) Assigned: Human Resources, Appointments & Equity

Journal CC027

September 26, 2017

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Classification and Compensation Specialist	Class Number:	1082111
FLSA:	Exempt	Pay Grade:	13
Departments:	Personnel Review Commission		

Classification Function

The purpose of this classification is to support the Personnel Review Commission (PRC) in fulfilling its charter responsibilities of administering the County-wide classification and compensation systems as well as performing consultant duties for various regionalized projects.

Distinguishing Characteristics

This is a professional level classification with responsibility for developing and maintaining classification specifications for all classified positions at the County. The incumbent is expected to use judgement and ensure that work 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.

60% +/- 10%

- Develops and edits classification specifications for all classified positions at the County as well as consulting projects with PRC clients; analyzes job duties based on CPQ's, outside research, job descriptions, job shadowing, and job analysis meetings with subject-matter experts (SMEs); leads job analysis meetings; recommends job analysis procedures; analyzes percentages of time; works with management to determine and validate accurate minimum qualifications and licensures; evaluates the minimum qualifications based on the classification series; reviews, analyzes, and compares existing specifications and class series to verify all specifications are still necessary; identifies classifications without incumbents; works with departments and HR to determine if classifications need modifications or deletion; supports division goals including 4 year maintenance cycle; assists in creating and maintaining job families; assists in preparing supporting documentation for Council and the PRC; maintains records related to maintenance of the Class Plan; works with IT to ensure changes to the Class Plan are reflected accurately on the PRC web site; creates documents to track Class Plan maintenance; serves as the point of contact for incumbents, managers, and directors for classification projects; may recommend the creation of new classifications based on analysis of CPQ's; identifies major work behaviors and underlying knowledge, skills, and abilities (KSAs); meets with department management to review reorganization plans; drafts language that complies with FLSA, ADA and related professional and legal standard; reviews and analyzes job evaluations for specifications in County Plan; prepares for routine maintenance of specifications by gathering and preparing all relevant information necessary; develops and presents training (including in-person and virtual training) for managers and directors on class plan maintenance process; recommends specifications for next round of maintenance; researches for classification incumbents, managers, directors and other points of contacts by accessing County HRIS; collaborates with HR and IT to collect and verify information; answers incumbents, supervisor, and management questions.

25% +/- 10%

- Recommends process improvements; assists in the development of classification specification process, documents, and templates; researches best practices; attends professional training conferences and other professional development meetings; develops practices and procedures that meet professional

standards; identifies process improvements and recommends solutions; develops and administers questionnaires and surveys; analyzes data and creates charts, graphs, and presentations for management.

15% +/- 10%

- Serves as consultant for PRC regionalization projects for regional partners; drafts specifications; assists in the development of compensation systems, plans, policies, and practices; assists in development of process to achieve internal and external equity for regional partners; assists in the development, dissemination, gathering, and analysis of salary survey data; assists in the development of point-factor system; assists in determining compensable factors and performing regression analysis; assists in conducting surveys and researching trends.

Minimum Training and Experience Required to Perform Essential Job Functions

A Master's degree in Industrial/Organizational Psychology or related field; or any equivalent combination of training and experience.

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

Additional Requirements

No special professional license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

- Ability to add, subtract, multiply, and divide; calculate decimals and percentages; and calculate means, multiple regressions, and similar statistical functions, as well as their correct use and interpretation.

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 and apply a variety of legal guidelines and professional standards relevant to the field of Industrial/Organizational Psychology, particularly the areas of job analysis and job evaluation. Requires sufficient understanding to determine best course of action, define consequences of actions, and assess the quality of alternative procedures.
- Ability to comprehend a variety of informational documents including classification specifications, Comprehensive Position Questionnaire (CPQ), articles, salary schedules, revision requests, job descriptions, and compensation policies.
- Ability to comprehend a variety of reference books and manuals including PRC Policies and Procedures Manual, County HR Policies and Procedures Manual, Ohio Revised Code, EEOC guidelines, FLSA, and ADA Standards.

- Ability to prepare classification specifications, trainings, salary schedules, correspondence, classification comparisons, tracking sheets, compensation plans, practice/procedure manuals, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to follow necessary procedures to ensure the fairness, confidentiality, security, and trade secret of all job analysis and job evaluation procedures, documents, and materials.
- Ability to use and interpret legal, human resources, and professional terminology and language relevant to Industrial/Organizational Psychology, particularly the areas of job analysis and job evaluation.
- Ability to communicate with department directors, managers, supervisors, subject matter experts, all levels of HR personnel, external clients, consultant, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment, and incumbent will occasionally need to travel to other County offices and worksites.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment & Family Service Supervisor	Class Number:	1014111
FLSA:	Exempt	Pay Grade:	11
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise Employment and Family Service Specialists or other assigned staff who determine eligibility for social and public assistance benefits and programs.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for the supervision of Employment and Family Service (EFS) Specialists or other assigned staff as well as completing responsibilities related to determining eligibility for social and public assistance benefits and programs. The employee exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
- Performs eligibility determination related responsibilities; oversees completion of employment assessments, determining and re-determining eligibility for financial and medical assistance, food stamps, emergency services, childcare, adoption, foster care, and other services in compliance with federal, state, and County regulations; reviews and monitors case maintenance activities; prepares and reviews case summaries and compiles required and requested County and state reports; reviews cases to ensure payment accuracy and compliance with regulations; monitors referrals to child support services, drug and alcohol counselors, and mental health agencies; conducts site visits to review overall performance of contracted providers and makes recommendations for program improvements; reviews and logs determinations completed by EFS Specialists in various data collection and information systems; provides assistance with preparation of appeal summaries; investigates alleged fraud connected to public assistance benefits.
- 30% +/- 10%
- Supervises EFS Specialists or other assigned staff who determine eligibility for social and public assistance benefits and programs; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; develops unit work plans and work performance standards; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 20% +/- 10%
- Organizes, coordinates, monitors, and evaluates unit operations and procedures; establishes and implements unit goals; monitors and evaluates performance of unit activities and service delivery; creates weekly and monthly reports regarding unit performance; identifies performance issues and makes recommendations to increase effectiveness and quality of unit work performance; communicates guidelines, policies, and procedures to employees.

Employment & Family Service Supervisor

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares and delivers presentations regarding social programs to staff and community groups; responds to clients' complaints and questions; completes special projects as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work, business administration, or a related field, and one (1) year of eligibility determination 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 a personal 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 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 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 routine reports, quality reports, contracts, proposals, hearing appeals, time sheets, correspondence, caseload summaries, data management system reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Ohio Administrative Code, agency policies and procedures manual, union contracts, and state and federal regulations.

Employment & Family Service Supervisor

- Ability to prepare routine reports, quality reports, corrective action plans, performance appraisals, memos, 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, and to follow instructions.
- Ability to use and interpret basic legal and medical insurance terminology and language.
- Ability to communicate effectively with managers, co-workers, subordinates, customers, external agencies and businesses, medical institutions, educational institutions, employers, protective services, local law enforcement, union representatives, service providers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and occasional 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

Class Title:	Employment Testing Specialist	Class Number:	1081111
FLSA:	Exempt	Pay Grade:	13
Departments:	Personnel Review Commission		

Classification Function

The purpose of this classification is to develop valid and reliable testing solutions for employment positions throughout the County.

Distinguishing Characteristics

This is a professional level classification that is responsible for developing valid and reliable section tests for employment positions. This position works under direction of a manger and lead worker. 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%

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

20% +/- 10%

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

15% +/- 10%

- Establishes qualified pool of candidates for testing; reviews classification specifications to determine minimum requirements; identifies relevant/equivalent qualifications; reviews applications against evaluation criteria; evaluates requests for reconsideration; documents evaluation decisions.

10% +/- 5%

- Performs scoring, statistical analysis, and reporting of test results; develops scoring protocols and methodologies; conducts cut score studies; performs statistical analysis at the test and item level; creates eligibility lists and other reporting documents; interprets statistical output to identify appropriate revisions; documents validity evidence in support of the test.

10% +/- 5%

- Coordinates test administrations; schedules test administrations; assesses and coordinates requests for reasonable accommodation and/or test rescheduling; develops and uses standard administration manuals; monitors administrations; serves on interview panels; troubleshoots problems; coordinates administrative staff.

5% +/- 2%

- Recommends revisions to testing practices and procedures; ensures practices/procedures meet legal guidelines and professional standards; identifies problems and inefficiencies; assists in developing and implementing solutions.

Minimum Training and Experience Required to Perform Essential Job Functions

- A Master's degree in Industrial/Organizational Psychology; or any equivalent combination of training and experience.
- Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

No special professional license or certification is required.

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

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

Mathematical Ability

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

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 and apply a variety of legal guidelines, reference books, manuals and professional standards relevant to the field of Industrial/Organizational Psychology, particularly the areas of job analysis and job evaluation including Cuyahoga County Charter, Cuyahoga County Code, Ohio Revised Code, PRC Administrative Rules, EEOC Uniform Guidelines on Employee Selection Procedures, Title VII of the Civil Rights Act of 1964, Principles for the Validation and Use of Personnel Selection Procedures, and Standards for Educational and Psychological Testing. Requires sufficient understanding to determine best course of action, define consequences of actions, and assess the quality of alternative procedures.
- Ability to comprehend a variety of informational documents including requests for reconsideration, employment applications, position descriptions, requests for test rescheduling, correspondence, and other reports and records.

Proposed Date:

- Ability to prepare test documents, position descriptions, scoring reports and analyses, validation reports, test administration manuals, practice/procedure manuals and revisions, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to write test content that is clear, understandable, internally consistent, and relevant.
- Ability to follow necessary procedures to ensure the fairness, confidentiality, security, and trade secret of all testing procedures, administrations, documents, and materials.
- Ability to use and interpret legal and professional terminology and language relevant to Industrial/Organizational Psychology, particularly the area of test development and validation.
- Ability to communicate effectively with supervisor, co-workers, subject matter experts, department directors, hiring managers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment, and Incumbent will occasionally need to travel to other County offices and worksites.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Neighborhood Center Manager	Class Number:	1014113
FLSA:	Exempt	Pay Grade:	15
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to manage the daily operations and staff of a full service neighborhood family service center that administers social and financial assistance programs.

Distinguishing Characteristics

This is a managerial-level classification that works under the direction of the CJFS Deputy Administrator and is responsible for leading staff and managing the daily operations of a full-service neighborhood family service center that administers social and financial assistance programs. The incumbent engages lower level staff in creating a learning environment and ensures that services are accessible to customers. The employee ensures 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%
- Manages the daily operations of a full service neighborhood family service center; ensures daily operations, case management, and service delivery processes are in compliance with County, state, and federal government; manages multiple service delivery programs by developing and implementing both agency and departmental policies and procedures, recommending enhancements, and monitoring compliance; analyzes issues affecting the Center and formulates solutions; manages activities related to proper implementation of state and federal programs; provides interpretation, clarification of applicable regulations, policies, and procedures; compiles data and creates, updates, and analyzes reports for system, personnel, and process improvements.
- 25% +/- 10%
- Supervises lower level supervisors, office managers, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; engages staff in the development of unit work plans and achieving work performance standards; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.
- 15% +/- 10%
- Organizes, coordinates, monitors, and evaluates unit operations and procedures; establishes and implements unit goals; monitors and evaluates performance of unit activities and service delivery; creates weekly and monthly reports regarding unit performance; identifies issues and problems and engages staff in developing and making recommendations to increase effectiveness and quality of work performance, operational systems, service delivery, and internal policies; establishes and communicates guidelines, policies, and procedures to employees.

Neighborhood Center Manager

20% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, conferences, and meetings; prepares and reviews documents related to payroll, timesheets, and requests for leave and overtime; acts as a liaison with various agencies, legislative representatives, community advocates, and legal entities; responds to clients' complaints and questions; researches, compiles, and prepares reports, manuals, correspondence, or other information required by management or governmental agencies; completes special projects as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in social work, business administration, or a related field, and five (5) years of related 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 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 to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid 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.

Neighborhood Center Manager

- Ability to comprehend a variety of informational documents including routine reports, quality reports, contracts, proposals, hearing appeals, time sheets, correspondence, caseload summaries, data management system reports, program reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Ohio Administrative Code, Prevention Retention and Contingency Program Manual, agency policies and procedures manual, union contracts, and state and federal regulations.
- Ability to prepare routine reports, quality reports, corrective action plans, performance appraisals, memos, correspondence, travel logs, training materials, departmental needs assessment reports, 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, record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret medical insurance and basic legal, terminology and language.
- Ability to communicate effectively with managers, co-workers, employees, customers, external agencies and businesses, medical institutions, educational institutions, employers, protective services, local law enforcement, union representatives, service providers, 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

Class Title:	Senior Employment & Family Service Supervisor	Class Number:	1014112
FLSA:	Exempt	Pay Grade:	13
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise lower level supervisors, office managers, and other assigned staff and assist with the management of the daily operations of a full-service neighborhood family service center.

Distinguishing Characteristics

This is a second-line supervisory-level classification that works under the direction of a Neighborhood Center Manager and assists with the management of the daily operations of a full-service neighborhood family service center that administers social and financial assistance programs. The employee works within a broad framework of policies, procedures, and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations. This class is distinguished from the Employment and Family Service Supervisor in that the latter is a first line supervisor and takes direction from 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.

- 40% +/- 10%
- Supervises lower level supervisors, office managers and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; develops unit work plans and work performance standards; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.
- 30% +/- 10%
- Assists with the management of the daily operations of a full service neighborhood family service center; ensures daily operations, case management and service delivery processes are in compliance with County, state, and federal government; manages multiple service delivery programs by implementing policies, recommending enhancements, and monitoring compliance; provides an operational linkage between upper management and direct service staff; oversees management of front door operations for Jobs and Family Services and co-located agencies; manages activities related to proper implementation of state and federal programs; provides interpretation and clarification of applicable regulations, policies, and procedures; compiles data and creates, updates, and analyzes reports for system, personnel, and process improvements.
- 15% +/- 10%
- Organizes, coordinates, monitors, and evaluates unit operations and procedures; establishes and implements unit goals; monitors and evaluates performance of unit activities and service delivery; creates weekly and monthly reports regarding unit performance; identifies issues and problems and makes recommendations to increase effectiveness and quality of work performance, operational systems, service delivery, and internal policies; establishes and communicates guidelines, policies, and procedures to employees.

Senior Employment & Family Service Supervisor

15% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares and reviews documents related to payroll, timesheets, and requests for leave and overtime; receives and responds to requests for information from various agencies; responds to clients' complaints and questions; researches, compiles, and prepares reports, manuals, correspondence, or other information required by management or governmental agencies; completes special projects as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work, business administration, or related field, and five (5) years of case management, human service program delivery, or related experience including two (2) years of supervisory 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.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid 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.

Senior Employment & Family Service Supervisor

- Ability to comprehend a variety of informational documents including routine reports, quality reports, contracts, proposals, hearing appeals, timesheets, correspondence, caseload summaries, data management system reports, program reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Ohio Administrative Code, agency policies and procedures manual, union contracts, and state and federal regulations.
- Ability to prepare routine reports, quality reports, corrective action plans, performance appraisals, 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, record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical insurance and basic legal terminology and language.
- Ability to communicate effectively with managers, co-workers, employees, customers, external agencies and businesses, medical institutions, educational institutions, employers, protective services, local law enforcement, union representatives, service providers, 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

Class Title:	Senior Employment Testing Specialist	Class Number:	1081112
FLSA:	Exempt	Pay Grade:	14
Departments:	Personnel Review Commission		

Classification Function

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

Distinguishing Characteristics

This is a professional level classification, working under direction of a manager. The employee in this class serves as a lead worker over Employment Testing Specialists and is expected to be fully aware of the operating policies and procedures of the work unit and to perform the full range of duties assigned. Positions at this level receive instruction or assistance only as unusual situations arise and are expected to exercise independent judgment and initiative.

Essential Job Functions

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

30% +/- 10%

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

25% +/- 10%

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

20% +/- 10%

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

5% +/- 2%

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

5% +/- 2%

- Establishes qualified pool of candidates for testing; reviews classification specifications to determine minimum requirements; identifies relevant/equivalent qualifications; reviews applications against evaluation criteria; evaluates requests for reconsideration; document evaluation decisions.

5% +/- 2%

- Performs evaluation, scoring, statistical analysis, and reporting of test results; develops scoring protocols and methodologies; conducts cut score and weighting studies; performs statistical analysis at the test and item level; creates eligibility lists and other reporting documents; interprets statistical output to identify appropriate revisions; documents and reports validity evidence in support of the test.

5% +/- 2%

- Coordinates test administrations; schedules test administrations; assesses and coordinates requests for reasonable accommodation and/or test rescheduling; develops and uses standard administration manuals; monitors administrations; serves on interview panels; troubleshoots problems; coordinates administrative staff.

5% +/- 2%

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

Minimum Training and Experience Required to Perform Essential Job Functions

- A Master's degree in Industrial/Organizational Psychology and two (2) years of applied experience in employment testing and selection, including experience developing and validating employment tests; or any equivalent combination of training and experience.
- Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements

No special professional license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

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 and apply a variety of legal guidelines, reference books, manuals and professional standards relevant to the field of Industrial/Organizational Psychology, particularly the areas of job analysis and job evaluation including Cuyahoga County Charter, Cuyahoga County Code, Ohio Revised Code, PRC Administrative Rules, EEOC Uniform Guidelines on Employee Selection Procedures, Title VII of the Civil Rights Act of 1964, Principles for the Validation and Use of Personnel Selection Procedures, and Standards for Educational and Psychological Testing. Requires sufficient understanding to determine best course of action, define consequences of actions, and assess the quality of alternative procedures.
- Ability to comprehend a variety of information documents including requests for reconsideration, employment applications, position descriptions, requests for test rescheduling, correspondence, and other reports and records.
- Ability to prepare test documents, position descriptions, scoring reports and analyses, validation reports, test administration manuals, practice/procedure manuals and revisions, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to review, evaluate, and revise work product submitted by team members and make recommendations to Manager.
- Ability to identify, develop, and implement targeted training needs for team members.
- Ability to write test content that is clear, understandable, internally consistent, and relevant.
- Ability to follow necessary procedures to ensure the fairness, confidentiality, security, and trade secret of all testing procedures, documents, and materials.
- Ability to use and interpret legal and professional terminology and language relevant to Industrial/Organizational Psychology, particularly the area of test development and validation.
- Ability to communicate effectively with supervisor, co-workers, subject matter experts, department directors, hiring managers, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment, and Incumbent will occasionally need to travel to other County offices and worksites.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Information Systems Administrator	Class Number:	1053134
FLSA:	TBD	Pay Grade:	TBD
Dept:	Information Technology		

Classification Function

The purpose of this classification is to plan, direct, and manage the Information Technology functions for a division of a large County department and to supervise lower level supervisors and other assigned staff.

Distinguishing Characteristics

This is a management level classification that is responsible for planning, directing, and managing the IT functions for a division of a large County department and supervising lower level supervisors and other assigned staff. The employee works within a broad framework of policies, procedures, and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations.

Essential Job Functions

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

- 40% +/- 10%
- Plans, directs, and manages Information Technology (IT) functions including database administration, application development, project management, network support, network operations of multiple local area networks (LAN), telecommunications support, hardware and software maintenance and procurement, computer operations and production control, and user support functions for a County division; plans, directs, and manages the information technology supporting one or more major information systems; manages application portfolios and directs development efforts; oversees evaluation, development, installation, and maintenance of all software implementations; identifies opportunities for streamlining business processes, duplication elimination, and increasing efficiencies; ensures quality delivery of all IT services to the division.
- 20% +/- 10%
- Assists management with development of policies, procedures, goals, and strategic planning for division; drives strategic planning efforts for the Information Technology team; coordinates with management to establish goals and activities and ensure goals are consistent with department mission; ensure alignment of IT resources with the business needs of the division; sets project schedules and identifies target dates for project milestones; defines project requirements and specifications; coordinates IT initiatives from the Cuyahoga County Department of Information Technology, vendors, and other government agencies.
- 15% +/- 10%
- Supervises lower level supervisors and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests and completes related documentation; develops unit work plans and work performance standards; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.

Senior Information Systems Administrator

15% +/- 10%

- Evaluates and administers IT related contracts and expenditures; prepares and submits budget recommendations for the division; participates in the administration of the IT budget and monitors budgetary expenditures; provides justification for hardware, software, and other IT expenditures; proposes, evaluates, and approves procurement of IT assets; maintains inventory control of IT assets; ensures cost effective investment in information technology systems; evaluates contractor performance.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to email and phone calls; attends various trainings, workshops, and meetings; keeps up-to-date regarding professional knowledge, new business trends, and changes in applicable laws; provides service at various County locations; serves as IT point of contact for vendors, suppliers, and business partners; serves as technical point of contact with vendors and other government agencies.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science, information systems, or related field with five (5) years of computer information systems, network administration, information technology management, or related experience, including three (3) years of related 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 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 and computer technology including computers, printers, servers, and network infrastructure.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees.
- Ability to solve and act on employee 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, calculate decimals and percentages, and perform routine statistics.

Proposed DATE:

Senior Information Systems Administrator

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 budget and financial reports, program performance reports, hardware, software, and system specifications, work order requests, help desk tickets, status reports, requisitions, quotes, requests for proposals, proposals, system specifications, timesheets, invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software and hardware manuals, network documentation, technical publications, whitepapers, Ohio Revised Code, and Personnel Policies and Procedures Manual.
- Ability to prepare specifications, status reports, project plans, performance evaluations, disciplinary reports, procedural manuals, department reports, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to advise directors and administrators, to supervise and discipline, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret information technology terminology and language.
- Ability to communicate effectively with management, co-workers, consultants, vendors, State agencies, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Data Analyst	Class Number:	1053161
FLSA:	Non-Exempt	Pay Grade:	9B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to collect, process, and perform statistical analysis of data and produce related reports, charts, dashboards, and visualizations.

Distinguishing Characteristics

This is an entry-level classification that is responsible for analyzing system data to assist business leaders in making informed decisions. The work requires knowledge of various business functions and the underlying data structures supporting those functions. Employees in this class work under general supervision but are expected to work with a degree of independence and ensure 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.

- 30% +/- 10%
- Utilizes business intelligence software to develop reports, charts, dashboards, and visualizations to support business decisions; prepares data reports and visualizations for management; prepares technical documentation including instruction and procedure manuals.
- 30% +/- 10%
- Assists with the design of relational databases and data systems; monitors and reviews data quality; solves data integrity problems and data-related issues; mines data from multiple data sources; cleans and reformats data; manipulates, analyzes, and interprets data using standard statistical tools and techniques; pinpoints trends, correlations, or patterns in complex data sets.
- 15% +/- 10%
- Works with Information Technology (IT), management, and/or analytics teams to support organizational goals and identify opportunities for process improvement.
- 10% +/- 5%
- Works with IT, management, and third-party providers to define requirements for centralized data stores, data mapping, reporting, data warehouse, database design, and data systems design.
- 15% +/- 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; conducts training for County employees on analytics related to software systems.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in statistics, mathematics, computer science, business administration, or related field and one (1) year of data analytics experience; or any equivalent combination of training and experience.

Data Analyst

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 and advanced 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 utilize a variety of analytical tools, business intelligence tools, and database management systems.
- Ability to comprehend a variety of informational documents including data reports, analytic reports, technical literature, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual and technical instruction manuals.
- Ability to prepare status reports, data reports, user instruction and procedure manuals, 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 with management, co-workers, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Early Child Care Program Specialist	Class Number:	1014301
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to provide support to ensure the success of an early care and education program for children and to ensure vendor compliance with contract provisions.

Distinguishing Characteristics

This is an entry level classification with responsibility for providing assistance with the initiatives of an early care and education program for children and ensuring vendor compliance with contract provisions. This classification works under a framework of defined 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.

55% +/- 10%

- Conducts review of vendor invoices and maintains vendor contract documentation; reviews Universal Pre-Kindergarten Program (UPK) billing invoices; compares invoices to contract provisions; identifies errors with billing invoices; requests or sends revised documentation for invoices; compiles and inputs documents for contracts and contract amendments into electronic agenda management system and database for approval; conducts site visits for UPK vendors to ensure compliance with contracts; assists with creating and updating of UPK Monitoring Summary; assists with review and evaluation of proposals obtained through the Request for Proposal (RFP) process.

20% +/- 10%

- Determines initial and on-going family eligibility for UPK Parent Scholarships; examines annual family income to determine level of assistance to be provided; examines documents to verify correct residence; examines records to ensure continuing compliance with attendance requirements.

25% +/- 10%

- Performs related administrative duties; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various meetings, seminars, conferences, and trainings; serves as department representative on committees; assists with review and update of program documents and guidelines; assists with researching best practices and developing new policies and procedures to improve processes.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work, public administration, early childhood education or related field with two (2) years of human services or early child care experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Early Child Care Program Specialist

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

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 billing invoices, contracts, contract amendments, income and residence verification documents, insurance documentation, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Agency's Policies and Procedures, Ohio Revised Code, UPK Program and Implementation Handbook, and Federal Poverty Guidelines.
- Ability to prepare monthly reports, annual reports, contracts, contract amendments, 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 with supervisors, co-workers, outside agencies, vendors, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and occasional 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

Class Title:	Early Childhood Resource and Training Coordinator	Class Number:	1056342
FLSA:	Exempt	Pay Grade:	12
Dept:	Children and Family Services		

Classification Function

The purpose of this classification is to serve as a resource to child welfare staff, biological families, and foster parents in child welfare cases involving a child between the ages of 0-6.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for serving as a resource to child welfare staff, biological families, kinship caregivers, and foster parents in child welfare cases and ensuring consideration of the child's specific developmental and emotional needs during placement, visitation, and service delivery. The employee exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

45% +/- 10%

- Collaborates with Agency staff, family, substitute caregivers, childcare providers, school staff, and other collateral service providers as necessary; consults with staff, caregivers, and other providers for case conceptualization and to identify treatment needs and resources for young children; collaborates with the ECMH System Coordinator, child-serving system partners, and other staff to ensure appropriate services are secured for children and their families; serves on committees to provide education and advocacy regarding the specialized needs of young children; attends Team Decision Making meetings for children on caseload, prospective clients, and as requested by other DCFS staff.

25% +/- 10%

- Provides trainings for staff, caregivers, and other providers on attachment, trauma, and the specialized and developmental needs of young children and families involved with the child welfare system; identifies areas of need and develops new trainings to promote awareness and change in practice and policy that reflects research and best practice for young children; maintains knowledge of current research, best practices, and available community resources and services.

10% +/- 5%

- Supervises Early Child and Mental Health (ECMH) Therapists; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; conducts and facilitates staff meetings; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests and completes related documentation; develops unit work plans and work performance standards; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.

Early Child Resource and Training Coordinator

20% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares reports tracking number of clients serviced, referrals, service effectiveness and outcomes; completes monthly expense reports; provides expert witness testimony in court when requested; provides in-home counseling services to children and their caregivers on an as-needed basis.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in social work, psychology, child welfare or related field with three (3) years of experience in child clinical counseling, child welfare, or related field; or any equivalent combination of training and experience.
- Must hold License of Social Worker (LSW), License of Independent Social Worker (LISW), License of Professional Counselor (LPC), or License of Professional Clinical Counselor (LPCC) in the State of Ohio
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

- Must obtain and maintain Ohio Early Childhood Mental Health Professional Credential within six (6) months of hire date.
- Must obtain ABC Parent Coach Certification at first opportunity training is offered after date of hire and maintain certification.
- Must become an Ohio Child Welfare Training Program trainer at first opportunity after date of hire.

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 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 the discipline or discharge of other employees.

Early Child Resource and Training Coordinator

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 reports, assessment scores, referral forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including ABC clinical/service implementation guidelines and standards, Personnel Policies and Procedures Manual, DCFS Policy and Procedures, Ohio Administrative Code, Ohio Revised Code, and Ohio Counselor, Social Worker and Marriage and Family Therapist (CSWMFT) Board regulations.
- Ability to prepare statistical reports, graphs, basic spreadsheets, lists, expense reports, correspondence, purchase orders, performance evaluations, training materials, 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, ability to counsel clients, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret counseling and basic legal terminology and language.
- Ability to communicate with supervisors, subordinates, coworkers, child clients, caregivers, parents, stakeholders, community service providers, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment and in client's homes.
- Work may involve exposure to smoke, animals, 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Early Childhood Mental Health Therapist	Class Number:	1056341
FLSA:	Exempt	Pay Grade:	9
Dept:	Children and Family Services		

Classification Function

The purpose of this classification is to provide a full range of Early Childhood Mental Health Services to children (age 0-6) at risk for social, emotional, or behavioral difficulties and their caregivers in the child's home.

Distinguishing Characteristics

This is a journey-level classification that is responsible for providing a full range of direct services to children and their families including assessment, treatment planning, individual child therapy, parent coaching and feedback, ongoing case management, crisis intervention, consultation, and advocacy. The employee works within a framework of policies, procedures, and regulations and ensures that activities are performed 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.

45% +/- 10%

- Implements psychosocial interventions including the Attachment and Bio-behavioral Catch-Up (ABC) Intervention with children between the ages of 0-6 and their current caregivers via in-home counseling services; conducts pre- and post-play assessments; administers childhood screening and assessment tool; reviews previous session content and video clips in preparation to determine focus for upcoming sessions; prepares supplies and materials needed for session activities; links families with additional resources and referrals as needed; attends juvenile court hearings for children on caseload as requested in order to support families and provide an update on service participation; obtains video clips to show caregivers in sessions and creates video montages using video editing software to provide to caregivers at program completion.

15% +/- 10%

- Tracks data and prepares reports on activities and outcomes; completes, prints, and files progress notes; provides weekly, monthly, and quarterly reports on active clients, referrals, and closed or incomplete cases; upload pre- and post-play assessments for review and coding; records screening and assessment scores online; tracks data in spreadsheets.

Early Childhood Mental Health Therapist

10% +/- 5%

- Collaborates with Agency staff, family, substitute caregivers, childcare providers, school staff, and other collateral service providers as necessary; communicates and coordinates with DCFS staff and biological parents to obtain consent forms for children's participation in the ABC program; tracks and shares progress in ABC services and overall case plan goals with DCFS staff regarding needs and concerns of children (0 to 6 years) involved with the agency; communicates with the ECMH System Coordinator to ensure appropriate services are secured for children and their families; attends Team Decision Making meetings for children on caseload, prospective clients, and as requested by other DCFS staff.

5% +/- 2%

- Completes duties related to process improvement and supervision; attends supervision sessions with supervisor; codes five minute clips of individual sessions to prepare for coding supervision; attends clinical supervision and a coding supervision via a web based program to complete ABC Infant and Toddler certification; uploads session videos to web based file to prepare for clinical supervision.

25% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; initiates contact after referrals, confirms appointments, and reschedules appointments as needed; completes monthly expense reports; travels to sessions and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work, psychology, child welfare or related field with three (3) years of experience in child clinical counseling, child welfare, or related field; or any equivalent combination of training and experience.
- Must hold License of Social Worker (LSW), License of Independent Social Worker (LISW), License of Professional Counselor (LPC), or License of Professional Clinical Counselor (LPCC) in the State of Ohio
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Additional Requirements for all levels

- Must obtain and maintain Ohio Early Childhood Mental Health Professional Credential within six (6) months of hire date.
- Must obtain ABC Parent Coach Certification at first opportunity training is offered after date of hire and maintain certification.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

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 reports, assessment scores, referral forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including ABC clinical/service implementation guidelines and standards, Personnel Policies and Procedures Manual, DCFS Policy and Procedures, Ohio Administrative Code, Ohio Revised Code, and Ohio Counselor, Social Worker and Marriage and Family Therapist (CSWMFT) Board regulations.
- Ability to prepare statistical reports, graphs, basic spreadsheets, lists, expense reports, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel clients, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret counseling and basic legal terminology and language.
- Ability to communicate with supervisors, coworkers, child clients, caregivers, parents, community service providers, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment and in client's homes.
- Work may involve exposure to smoke, animals, and 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment Testing Proctor	Class Number:	#####
FLSA:	Non-Exempt	Pay Grade:	3A
Dept:	Personnel Review Commission		

Classification Function

The purpose of this classification is to provide administrative and clerical support for the Personnel Review Commission's employment testing functions.

Distinguishing Characteristics

This is an entry level classification. The incumbent works under general supervision while assisting with test administration(s) and related clerical functions for the Personnel Review Commission (PRC). This class works within a well-defined 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.

- 60% +/- 10%
- Conducts test administration; checks candidates' identification before test; distributes and collects test materials; provides instruction and explanation regarding exam process; answers candidates' questions; monitors candidates during test sessions to ensure a secure testing environment; addresses scenarios where cheating is observed or alleged; controls admission to and from the testing room; maintains confidentiality and security of all testing materials, test logs, and other test documents.
- 40% +/- 10%
- Performs related administrative duties; prints testing materials and compiles test packets; scans test materials for record retention; files test packets and disposes of unused and unneeded test packets in accordance with PRC record retention schedule.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and one year of clerical experience including at least six months of customer service experience; or any equivalent combination of training and experience.
- Valid Ohio driver's 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 computer and copier.

Mathematical Ability

- Ability to add, subtract, multiply, and divide.

Employment Testing Proctor

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 reports, instructions, correspondence, and lists.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Personnel Review Commission Administrative testing rules, and internal team procedures.
- Ability to prepare lists and test logs.
- Ability to follow instructions, to record and deliver information, and to explain procedures.
- Ability to communicate with supervisor, coworkers, other County employees, and the general public.
- Ability to effectively address potential cheating and ensure integrity of test administration practices.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ERP Enterprise Asset Management Systems Lead	Class Number:	1083112
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Enterprise Asset Management (EAM) System projects, modifications, or corrections.

Distinguishing Characteristics

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP EAM Systems and business processes.

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%
- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Fiscal, Procurement and Diversity, Human Resources Departments, and other department's end users; drives the ERP support, enhancements, upgrades, and modifications; identifies, creates, and analyzes EAM system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Public Works Department and end user community; adheres to management of ERP governance process for the EAM modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Public Works Department business areas and the IT Department.
- 25% +/- 10%
- Leads the EAM ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages ERP EAM modules end user support, new features, new functionality, integrations, and reporting requirements; works directly with the Public Works, IT and ERP leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages EAM testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.
- 15% +/- 10%
- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.
- 15% +/- 10%
- Connects EAM ERP process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with the Public Works Department and IT; maintains an in-depth knowledge of Public Works core business processes specific to enterprise asset management, materials management, work order processing, facilities management, fleet management, and ancillary modules or systems such as project accounting, grants, labor distribution, best business practices, objectives, procedures, and policies specific to the County.

Proposed Date:

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology, and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure project's progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Public Works Department; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Public Works Department are addressed.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, human resources, business administration, information technology, or related field with five (5) years of application configuration, analytics, and/or support experience related to an ERP inventory, asset management, and/or work order management, including two (2) years of related project management 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 perform standard and advanced mathematical equations as they apply to the ERP financial applications.

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 report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.

ERP Enterprise Asset Management Systems Lead

- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret accounting, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, Public Works employees, other County employees, and external 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ERP Financial Systems Lead	Class Number:	1084112
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Financial System projects, modifications, or corrections.

Distinguishing Characteristics

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP Financial Systems and business processes.

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%
- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Procurement and Diversity, Human Resources, Public Works Departments, and other department's end users; drives the ERP support, system enhancements, upgrades, and modifications; identifies, creates, and analyzes financial system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Fiscal Department and end user community; adheres to management of ERP governance process for the financial modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Fiscal Department business areas (including: budget, grants, general accounting, and treasury) and the IT Department.
- 25% +/- 10%
- Leads the Financial ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages ERP Financial modules, end user support, new features, new functionality, integrations, and reporting requirements; works directly with the fiscal teams, IT, and ERP leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages Financial testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.
- 15% +/- 10%
- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.

Proposed Date:

ERP Financial Systems Lead

15% +/- 10%

- Connects Financial ERP process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with Fiscal Department and IT inclusive of account and financial requirement and reporting standards, end to end fiscal processing, integration with financial institutions and other modules such as procurement; maintains an in-depth knowledge of financial core business processes, best business practices, objectives, procedures, and policies specific to the County.

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure projects progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Fiscal Department; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Fiscal Department are addressed.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, accounting, business administration, information technology, or related field with five (5) years of application configuration, analytics and/or support experience related to an ERP financials (GL, AP, AP, Fixed Assets), grants management Fiscal Module, including two (2) years of related project management 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 perform standard and advanced mathematical equations as they apply to the ERP financial applications.

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.

Proposed Date:

ERP Financial Systems Lead

- Ability to comprehend a variety of informational documents including report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret accounting, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, other County employees, and external 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:	ERP HRIS Systems Lead	Class Number:	1085112
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Human Resources Information System (HRIS) projects, modifications, or corrections.

Distinguishing Characteristics

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP HR related modules and business processes.

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%
- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Fiscal, Public Works, Procurement and Diversity Departments, and other department's end users; drives the ERP support, system enhancements, upgrades and modifications; identifies and analyzes human resources system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Human Resources Department and end user community; adheres to the ERP governance process for the human resources modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Human Resources Department business areas and the IT Department.
- 25% +/- 10%
- Leads the HR ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages ERP HR modules end user support, new features, new functionality, integrations, and reporting requirements; works directly with HR, IT, and ERP leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages human resources testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.
- 15% +/- 10%
- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.
- 15% +/- 10%
- Connects HR ERP process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with the Human Resources Department and IT; maintains an in-depth knowledge of human resources core business processes, best business practices, objectives, procedures, and policy specific to the County.

Proposed Date:

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology, and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure project's progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Human Resources module tasks; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Human Resources Department are addressed.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources, finance, business administration, information technology, or related field with five (5) years of application configuration, analytics, and/or support experience related to an ERP core human resources, employee benefits, time collection, payroll, performance and /or talent management (Human Resource Information Systems (HRIS)) modules, including two (2) years of related project management 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 perform standard and advanced mathematical equations as they apply to the ERP HR modules.

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 report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, various standard reports (i.e. -HR, benefits, census data, talent acquisition, performance management, payroll, time collection), and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.

ERP HRIS Systems Lead

- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - HR, benefits, census data, talent acquisition, performance management, payroll, time collection), and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret human resources, benefits and payroll, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, other County employees, and external 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	ERP Procurement Systems Lead	Class Number:	1086112
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide support and governance to appropriately analyze, vet, prioritize, and implement incoming Enterprise Resource Planning (ERP) Procurement System projects, modifications, or corrections.

Distinguishing Characteristics

This is an advanced journey level classification that works under direction from the ERP Director. The employee in this class is expected to exercise discretion in applying general goal and policy statements, resolving organizational and service delivery problems, and leading projects. The employee in this class is also responsible for participating in establishing and enforcing the policies and procedures of the division. This class requires extensive knowledge and experience of ERP Procurement Systems and business processes.

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%
- Collaborates and coordinates across the comprehensive ERP business and IT teams inclusive of all Fiscal, Human Resources, Public Works Departments and other department's end users; drives the ERP support, enhancements, upgrades, and modifications; identifies, creates, and analyzes procurement system metrics to obtain trends and patterns to identify process and system opportunities; recommends and implements process improvement/reengineering initiatives to ensure the optimal utilization of the ERP across the Procurement Department and end user community; adheres to management of ERP governance process for the procurement modules in compliance and accordance with County policies, procedures, and standards as well as with State and Federal Requirements; provides regular status reports and metrics to the ERP Program Manager; serves as a liaison between the Office of Procurement and Diversity business areas and the IT Department.
- 25% +/- 10%
- Leads the Supply Chain ERP business configuration, testing, communication, training, and support and ensures alignment with required business specifications; executes and manages Supply Chain ERP modules, end user support, new features, new functionality, integrations, and reporting requirements; works directly with the Supply Chain, IT, and ERP Leadership; handles and closes help desk tickets (incidents/system enhancements); identifies and troubleshoots issues and takes appropriate actions to resolve them at various levels of support; manages Supply Chain testing efforts for the ERP implementation, enhancements, and modifications as defined by the ERP Program Manager.
- 15% +/- 10%
- Manages and supports product and project related tasks to ensure they are completed on time and within budget; monitors and requests resource allocation to ensure needed resources are available and accounted for.
- 15% +/- 10%
- Connects Supply Chain process priorities to the integrated ERP organizational strategy and goals; participates in the strategic business/planning with the Procurement Department and IT inclusive of procure to pay, contract management, vendor management, and strategic sourcing; maintains an

Proposed Date:

ERP Procurement Systems Lead

in-depth knowledge of Procurement core business processes, best business practices, objectives, procedures, and policies specific to the County.

10% +/- 5%

- Assists in developing project infrastructure for the team (i.e. templates, project management methodology, and execution); assists in the development of project plans, goals, strategy, staffing, scheduling, identification of risks, issues, and contingency plans; coordinates and executes project activities to ensure projects progress is on schedule; monitors project results against objectives, milestones, and scope; develops and executes solution testing, training, and communications; obtains project signoff of completion and appropriately closes out all associated activities for the Procurement Department; proactively identifies issues and takes appropriate action to resolve the issues.

10% +/- 5%

- Coordinates testing with end users, technology vendor, and peers supporting other ERP business areas; ensures orderly, accurate, and timely completion of all required test scripts as necessary to ensure the business needs of each area of the Procurement Department are addressed.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in procurement, supply chain management, finance, business administration, information technology, or related field with five (5) years of application configuration, analytics, and/or support experience related to an ERP supply chain, procure to pay, contract management and/or strategic sourcing modules, including two (2) years of related project management 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 perform standard and advanced mathematical equations as they apply to the ERP financial applications.

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 report requests, layout specifications, configuration specifications, software specifications, source materials, requests for proposals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other reports and records.

Proposed Date:

ERP Procurement Systems Lead

- Ability to comprehend a variety of reference books and manuals including computer software manuals, hardware manuals, Ohio Revised Code, State and Federal requirements, and personnel policy manuals.
- Ability to prepare business process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, correspondence, timesheets, performance appraisals, various standard reports (i.e. - accounting, procurement, budget, expense, finance, treasury, grant, and asset management reports), and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to evaluate and improve practices and procedures according to guidelines, standards, and goals.
- Ability to use and interpret accounting, computer hardware, and computer software terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, IT employees, other County employees, and external 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:	Family and Children First Council Service Coordinator	Class Number:	1056321
FLSA:	Exempt	Pay Grade:	13
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to oversee the County's Family and Children First Councils Service Coordination Mechanism and provide technical assistance to the Service Coordination Team (SCT) members as the team develops care plans to meet clients' needs.

Distinguishing Characteristics

This is a journey-level classification that is responsible for overseeing the Service Coordination process, the Service Coordination Team, and serving as administrator of the internal database system. The employee works within a framework of policies, procedures, and regulations and ensures that activities are performed 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.

40% +/- 10%

- Oversees Service Coordination Mechanism and provides technical assistance to the Service Coordination Team members; utilizes wraparound process to meet with families and develop care plans that meet the clients' specific needs; performs Strength Needs and Culture Assessment; prepares reporting for SCT activity and outcomes; reviews, receives, and processes Family Centered Services and Supports (FCSS) and Community Assistance applications; conducts training or identifies external trainers for SCT liaisons and community partners.

40% +/- 10%

- Serves as an administrator over internal database system; ensures system information is up-to-date in the database; gives system access to individuals with proper authority; assists in creating a case management system; analyzes the system challenges and proposes solutions.

20% +/- 10%

- Performs related administrative duties; prepares various reports, records and other documents; responds to emails and phone calls; attends in various trainings and meetings; researches and analyzes program operations and trends.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in social work or related field with six years of social program administration experience including two years' experience in high fidelity wraparound meeting facilitation or another family team meeting equivalent; or any equivalent combination of training and experience which provides equivalent knowledge, skills and abilities.

Must be able to provide verification of training in high fidelity wraparound or another family team meeting facilitation equivalent.

Additional Requirements for all levels

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including monthly reports, SCT Action Plans, SCT Release of Information, statistical reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including HIPAA, FERPA, LISW code of ethics, Service Coordination Mechanism, FCSS Guidance Document, personnel policy manuals, administrative procedure manuals, and Ohio Revised Code.
- Ability to prepare SCT Release of Information, monthly, quarterly, semi-annual, and annual reports, statistical reports, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel clients, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret counseling terminology and language.
- Ability to communicate with managers, supervisors, clients, client's families, system partners, direct service providers, SCT liaisons, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Emergency Management Specialist	Class Number:	1062422
FLSA:	Exempt	Pay Grade:	10
Dept:	Public Safety and Justice Services		

Classification Function

The purpose of this classification is to develop and maintain programs and plans related to emergency preparedness, response, recovery, and mitigation.

Distinguishing Characteristics

This is the journey level classification, working under general supervision within a framework of well-defined policies, procedures, and regulations. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies.

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.

- 50% +/- 10%
- Develops and maintains programs and plans related to emergency preparedness, response, recovery, and mitigation; ensures plans are in compliance with applicable State and Federal regulations; reviews and provides planning support and technical assistance to partner agencies, municipalities, medical facilities, and schools with the development of local emergency plans.
- 20% +/- 10%
- Executes public outreach; manages office website; manages social media accounts; reviews and edits publications; attends public outreach events; produces safety fact sheets; develops publications; researches trainings; develops and conducts trainings.
- 15% +/- 10%
- Conducts emergency response activities at the County Emergency Operations Center when activations occur and during exercises; coordinates with public officials; completes Incident Action Plans; serves as County representative during After Action processes lead by other jurisdictions to provide guidance and input from County perspective; answers the public's questions; prepares plans and documents; acts as a member of the incident support team; conducts damage assessments; leads group discussions to identify and implement improvements to emergency plans and operations after County incidents, exercises or emergencies.
- 15% +/- 10%
- Performs related administrative responsibilities; maintains database and other information systems; schedules staff training; manages certification programs; attends training courses and meetings; participates in workgroups and exercises; researches state and federal guidelines.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree Emergency Management, Public Administrations, or other public safety discipline with three (3) years of emergency management 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 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 lift up to 25 pounds.

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 publications, memorandums, email announcements, various outreach materials, reports, various emergency plans, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, federal and state laws, department guidelines, and Ohio Revised Code.
- Ability to prepare correspondence, publications, announcements, procedures, guidelines, damage assessments, presentations, planning documentations, various emergency plans, reports, excel spreadsheets, 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 emergency management terminology and language.

Senior Emergency Management Specialist

- Ability to communicate with supervisors, coworkers, partner agencies, advisory board, other Cuyahoga County personnel, and 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.