

# County Council of Cuyahoga County, Ohio

## Resolution No. R2018-0079

Sponsored by: <b>Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission</b>	<b>A Resolution</b> adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and,

WHEREAS, 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 March 21, 2018, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through W) 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: *Crime Analyst*  
Class Number: 1062471  
Pay Grade: 11  
\*Revised specification's department.
- Exhibit B: Class Title: *Environmental Compliance Coordinator*  
Class Number: 1062413  
Pay Grade: 10  
\*Revised specification to update the minimum education and experience requirements. The pay grade was decreased from PG 13 to PG 10.
- Exhibit C: Class Title: *Homeless Management Information System Analyst*  
Class Number: 1053132  
Pay Grade: 12  
\* Revised specification to reflect the current essential functions and minimum qualifications of the position. Job Title Changed from *Senior Systems Analyst*. Pay grade decreased from PG 13 to PG 12.
- Exhibit D: Class Title: *Performance Consultant*  
Class Number: 1053901  
Pay Grade: 13  
\*Revised specification by adding the Department of Information Technology to the department section and removing the Office of the Executive at the administration's request.
- Exhibit E: Class Title: *Social Services Supervisor*  
Class Number: 1056221  
Pay Grade: 12  
\* Revised essential job functions to better reflect current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit F: Class Title: *Senior Social Services Supervisor*  
Class Number: 1056222  
Pay Grade: 14  
\* Revised the essential job functions to better reflect the current duties; updated specification to new format to include distinguishing characteristics, FLSA status and percentages of time for essential functions.
- Exhibit G: Class Title: *Staff Auditor*  
Class Number: 1055181  
Pay Grade: 10

\*PRC made minor changes and updates to the specification to stay consistent with the new senior level classification.

Proposed New Classifications:

Exhibit H: Class Title: *Assistant Maintenance Superintendent*  
Class Number: 1042511  
Pay Grade: 12

Exhibit I: Class Title: *Critical Infrastructure Analyst*  
Class Number: 1062481  
Pay Grade: 13

Exhibit J: Class Title: *Customer Experience Analyst*  
Class Number: 1053311  
Pay Grade: 12B

Exhibit K: Class Title: *Facilities Energy Coordinator*  
Class Number: 1042161  
Pay Grade: 11

Exhibit L: Class Title: *Program Evaluation Coordinator*  
Class Number: 1014131  
Pay Grade: 11

Exhibit M: Class Title: *Senior Staff Auditor*  
Class Number: 1055182  
Pay Grade: 13

Proposed Deleted Classifications:

Exhibit N: Class Title: *Assistant Airport Manager*  
Class Number: 1042321  
Pay Grade: 13

Exhibit O: Class Title: *Cashier*  
Class Number: 1013111  
Pay Grade: 3

Exhibit P: Class Title: *CAD Technician Assistant*  
Class Number: 1061121  
Pay Grade: 4

Exhibit Q: Class Title: *Capital Plan Construction Administrator*  
Class Number: 1042191  
Pay Grade: 15

Exhibit R: Class Title: *Fiscal Office Inquiries Assistant*  
Class Number: 1055126  
Pay Grade: 4

Exhibit S: Class Title: *Network Support Technician*  
Class Number: 1011232  
Pay Grade: 6

Exhibit T: Class Title: *Programmer Analyst 2*  
Class Number: 1053122  
Pay Grade: 10

Exhibit U: Class Title: *Programmer Analyst 3*  
Class Number: 1053123  
Pay Grade: 12

Exhibit V: Class Title: *Senior Business Services Manager*  
Class Number: 1052323  
Pay Grade: 17

Exhibit W: Class Title: *Treatment Plant Operations Supervisor*  
Class Number: 1043111  
Pay Grade: 11

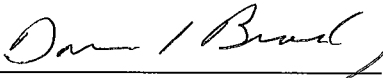
**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative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

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

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

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

Nays: None

  
County Council President

4-25-18  
Date

  
County Executive

4-25-18  
Date

  
Clerk of Council

4/24/2018  
Date

First Reading/Referred to Committee: April 10, 2018

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

Journal CC030

April 24, 2018

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Crime Analyst	<b>Class Number:</b>	1062471
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	Sheriff's Department		

### Classification Function

The purpose of this classification is to manage special projects related to crime analysis and provide support to other divisions within the Sheriff's Department, Department of Public Safety and Justice Services, other County departments, police and other criminal justice agencies.

### 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%
- Manages special projects related to crime analysis; collects and analyzes crime data; prepares reports, computerized crime maps, charts and graphs; presents data and findings to agencies; coordinates and assists with training.
- 20% +/- 10%
- Provides support to other divisions of the Sheriff's Department, Department of Public Safety and Justice Services, and other County departments with crime analysis; provides analytical and mapping support; builds and maintains databases related to crime data collection and analysis.
- 10% +/- 5%
- Assists municipal police and criminal justice agencies in Cuyahoga County attempting to build crime analysis units by assisting agencies with data analysis, database creation, and mapping; works jointly with agencies on designated projects.
- 20% +/- 10%
- Performs related administrative duties; researches current best practices in crime analysis; learns new methods and software for advanced crime analytics; attends appropriate trainings and meetings, as assigned.

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

Bachelor's degree in Criminal Justice, Public Policy, Criminology, or related field with three (3) years of criminal justice experience; or any equivalent combination of training and experience.

**Additional Requirements for all levels**

No special license or certification is required.

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

**Physical Requirements**

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

**Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, 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 comprehend a variety of informational documents including reports, agendas and other records for crime analysis capability.
- Ability to comprehend a variety of reference books and manuals including federal laws, state laws, and Personnel Policies and Procedures Manual.
- Ability to prepare correspondence, crime maps, strategic planning reports, crime analysis charts and graphs, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to counsel and advise police agencies and other County departments, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret criminal justice and crime analysis terminology and language.
- Ability to communicate with supervisors, police officers, consultants, sales representatives, US and District Attorney's Office, and Northeast Ohio Regional Fusion Center.

**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

<b>Class Title:</b>	Environmental Compliance Coordinator	<b>Class Number:</b>	1062413
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10
<b>Department:</b>	Department of Human Resources		

### Classification Function

The purpose of this classification is to investigate and resolve health and environmental hazards in County buildings by performing building and property inspections to ensure compliance with local, State, and Federal regulations.

### Distinguishing Characteristics

This is a journey-level classification that is responsible for conducting facility and site inspections and investigations of complaints to determine existence of public health and pollution problems and to ensure compliance with applicable State and Federal regulations. The incumbent is responsible for overseeing projects under a framework of well-defined policies, procedures, regulations, and guidelines. Employees in this classification work under general supervision of the Environmental, Health and Safety Manager and exercise discretion in applying policies and procedures to resolve health and safety issues.

### Essential Job Functions

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

- 25% +/- 10%
- Develops and manages a variety of programs to control, eliminate, and prevent disease or injury caused by chemical, physical, and biological agents (including asbestos management and maintenance, bed bug program, integrated pest management, air quality and site investigation and remediation, hazardous waste disposal, and underground storage tank programs); compiles project information and prepares reports; maintains project records and files.
- 25% +/- 10%
- Performs environmental inspections and permit applications; responds to, investigates, evaluates, and resolves environmental/occupational health hazards and complaints; conducts health site surveys of work sites to identify potential health hazards and recommends appropriate corrective measures to ensure compliance with safety standards and government regulations; examines permits, licenses, and applications to ensure compliance with requirements; calibrates, operates, and maintains a variety of environmental testing equipment; prepares reports and documents detailing environmental conditions.
- 25% +/- 10%
- Prepares and reviews technical specifications for bids and contracts related to the remediation of asbestos, hazardous/non-hazardous waste materials, lead, indoor air quality, and mold; reviews scope of work from consulting engineers for conformance to laws and standards for removal of asbestos and hazardous materials; interpret air and bulk reviews and approves contractor invoices and payment applications.



## **Environmental Compliance Coordinator**

25% +/- 10%

- Performs related administrative duties; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; conducts employee awareness training; assists with development of health and safety policies and procedures; responds to inquiries concerning regulations for assigned areas or requests for information; stays up to date on changes and development with environmental laws and regulations.

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

- Bachelor's degree with three (3) years of occupational safety, environmental health and compliance, or related 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 operate a variety of industrial hygiene and environmental equipment and tools such as air quality meter, asbestos sampling tools, respirators, combustible gas meter, etc.
- Ability to stand and walk for a prolonged period and ability to lift to 25lbs.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including lab results, certifications, surveys, bid specifications, proposals, billing invoices, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, OSHA regulations, EPA Building Regulations, Ohio Environmental Law Handbook, Ohio Revised Code, Ohio Administrative Code, and Ohio Environmental Law Handbook.
- Ability to prepare requests for bids and proposals, environmental reports, notifications, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to conduct and/or recommend training of Cuyahoga County Employees in environmental health fields including Bedbug Awareness, Integrated Pest Management, Mold Awareness, and Asbestos Awareness.

Proposed DATE:

## **Environmental Compliance Coordinator**

- Ability to convince and influence others, record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret environmental and related legal terminology and language.
- Ability to communicate effectively with supervisor, consultants, representatives from other government agencies, and other County employees.

### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Homeless Management Information System Analyst	<b>Class Number:</b>	1014141
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12
<b>Dept:</b>	Health and Human Services		

### Classification Function

The purpose of this classification is to supervise lower level staff, manage the operations of the Homeless Management Information System (HMIS) for the Cuyahoga County Continuum of Care (CoC) and provide technical support for ServicePoint software.

### Distinguishing Characteristics

This is a supervisor classification with responsibility for supervising staff, managing the operations of the Homeless Management Information System for the Cuyahoga County Continuum of Care and providing technical support for ServicePoint software. Incumbents work within a framework of established regulations, policies, and procedures and are expected to utilize judgment in performing work. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws and regulations in the performance of duties.

### Essential Job Functions

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

- 60% +/- 10%
- Manages and coordinates administration of the Homeless Management Information System (HMIS) for the Cuyahoga County Continuum of Care (CoC); manages all HMIS functions for local CoC ServicePoint software; ensures availability of the ServicePoint application for all HMIS partners and participating agencies; facilitates system changes, updates and upgrades; customizes HMIS software; performs system configuration; manages system and software licenses; grants administrative rights to users; troubleshoots software and hardware problems; provides technical support and assistance; works with vendors to find solutions to problems; ensures adherence to federal requirements; participates in strategic planning and data analysis; makes recommendations concerning project design, data collections, reporting, service delivery and workflow; develops and implements projects.
- 10% +/- 5%
- Supervises lower level staff; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides training and instruction; responds to employee questions, concerns and problems; evaluates employee performance; approves employee leave requests and timesheets.
- 10% +/- 5%
- Ensures data quality and compliance; performs routine data quality assessments; generates reports; establishes and implements local HMIS data quality and security plans; establishes local HMIS Policies and Procedures and monitors adherence; creates customized data entry project forms consistent with Federal regulations.

10% +/- 5%

- Functions as IT/HMIS contact to external organizations and participating agencies; serves as technical point of contact for HMIS implementation; reviews and interprets technical releases; communicates HMIS related information to external organizations and participating agencies.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; provides site-based training and development to system users.

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

- Bachelor's degree in computer science or related field with five (5) years of computer information systems 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**

- Must obtain and maintain Service Point System Administrator Certification within 6 months of hiring.

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

#### **Physical Requirements**

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

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to high level data analysis requiring management 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 provider data quality reports, federal agency flow charts and diagrams, provider specific requests, training documents, vendor release forms, system generated reports, help desk tickets, employee leave requests, user reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Housing of Urban Development Regulations, Federal Program Guides, Federal Partner Regulations, computer hardware manuals, system documentation and manuals, and software product manuals.
- Ability to prepare provider data quality reports, system generated reports, project workflow charts and diagrams, HMIS Manuals, HMIS Policies and Procedures Manual, training materials, employee performance evaluations, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise, and counsel others, 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 computer system terminology and computer programming languages.
- Ability to communicate effectively with supervisors, directors, vendors, consultants, state and federal agencies and partners, the general public, and other County employees.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Performance Consultant	<b>Class Number:</b>	1053901
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13
<b>Dept:</b>	Department of Information Technology & Health and Human Services		

### Classification Function

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

### Distinguishing Characteristics

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

### Essential Job Functions

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

- 50% +/- 10%
- Develops internal and external innovation plans; identifies key areas of improvement for the County such as performance indicators, critical business processes and technology; prepares project charters and project plans; maps processes; implements project plans; manages unforeseen risks and issues; collaborates with management staff to evaluate programs and services; closes out projects; documents project results and lessons learned.
- 30% +/- 10%
- Retrieves, analyzes, interprets, presents and publishes data and performance reports in support of the Operational Excellence Program or other related programs; identifies key operational trends, patterns and surface insights.
- 20% +/- 10%
- Performs related administrative duties; prepares various reports, records and other documents; tracks project progress; answers phone calls and emails; schedules and attends meetings, trainings, and conferences; pursues proper certifications and applies the knowledge to the organization; researches current trends and best practices; oversees focus groups and cross-functional team meetings

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

Master's degree in Business Administration, Public Administration, Urban Planning, Industrial Organizational Psychology, Organizational Development or related field with two (2) years of process improvement or organizational development experience; or any equivalent combination of training and experience.

## **Additional Requirements**

No special license or certification is required.

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

### **Physical Requirements**

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

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend budget statements, personnel forms and reports, evaluations, invoices, funding applications, financial documents, and legislation.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, classification specifications, the Ohio Revised Code, County Charter and ordinances, publications, and OSHA standards.
- Ability to prepare project portfolios, project charters, project management plans, executive summaries, run charts, performance reports, pareto charts, memoranda, continuous improvement stories, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to communicate with managers, administrators, directors, other County staff, contractors, vendors, external clients, and the public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Social Services Supervisor	<b>Class Number:</b>	1056221
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12
<b>Dept:</b>	Health and Human Services		

### Classification Function

The purpose of this classification is to supervise a unit of social service workers in a County human services division who are providing direct social services to clients.

### Distinguishing Characteristics

This is a first-line supervisory classification with responsibility for supervising a unit of social services workers and overseeing the delivery of social services within a framework of defined policies, procedures, regulations, and guidelines. Employees are expected to exercise judgement in the management of complex cases. The employees in this class work under direction of a Senior Social Services Supervisor. This class requires occasional public contact and is responsible for ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic 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%
- Supervises unit of social services workers in a County human services division; 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; leads unit team meetings; ensures unit activities are in compliance with agency, state, and federal guidelines; conducts planned supervision and case review with employees; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.
- 35% +/- 10%
- Consults and coordinates with various individuals on social services issues; advises supervisors and division managers of services needs and makes recommendations for programs and priorities; assists in the planning and development of new social service programs or policies and procedures; evaluates methods of delivery of social service programs and recommends more effective delivery systems; assists treatment team in implementing programs; coordinates services with other divisions or institutional units; coordinates services with community and local agencies to promote activities and develop resources; establishes and maintains contact with courts, attorneys, law enforcement agencies, and probation/parole officers; prepares and delivers presentations and training sessions on programs and services.
- 10% +/- 5%
- Coordinates documentation and report preparation activities; monitors, reviews, and approves the completion of various forms, case records, case plans, and court summaries; prepares weekly, monthly, and annual reports; maintains case management data and records including social histories, assessments, referrals, and discharge documentation; ensures record keeping and documentation is in compliance with agency and state policies and procedures.



## **Social Services 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, workshops, meetings, and court hearings; reviews mileage reports; provides backup coverage for other supervisors; provides after-hours or emergency coverage due to absence of regular social services worker or in crisis situations.

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

- Bachelor's degree in social work with three (3) years of social work experience; or any equivalent combination of training and experience.
- Valid Ohio driver, proof of automobile insurance, and a reliable vehicle.

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

No special license or registration 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 the discipline or discharge of employees.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including case records, assessment reports, monthly statistics summaries, medical records, mileage reports, time sheets, expense reports, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including agency policies and procedures manual, social worker ethics and standards, Personnel Policies and Procedures Manual, Ohio Administrative Code, and Ohio Revised Code.

Proposed DATE:

## **Social Services Supervisor**

- Ability to prepare weekly, monthly, and annual statistical reports, case documentation, mileage reports, performance evaluations, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret counseling, basic legal, and basic medical terminology and language.
- Ability to communicate effectively with subordinates, coworkers, supervisor, managers, clients, representatives from external agencies, social service providers and vendors, other County employees, community partners, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.
- Work may involve exposure to smoke, dust, animals, disease, bodily fluids, and violence.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Social Services Supervisor	<b>Class Number:</b>	1056222
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14
<b>Dept:</b>	Health and Human Services		

### Classification Function

The purpose of this classification is to supervise lower level supervisors and other assigned staff and oversee the operations of social services unit(s) in a County human services division.

### Distinguishing Characteristics

This is a second-line supervisory classification with responsibility for supervising social services work unit(s) and overseeing unit(s) operations within a framework of defined policies, procedures, regulations, and guidelines. Employees are expected to exercise judgement in the management of complex cases. The employees in this class work under direction of a Deputy Director/Administrator. This class is distinguished from the Social Services 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.**

- 30% +/- 10%
- Supervises social services work units in a County human services division; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction to lower level supervisors and other staff; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests and completes related documentation; develops unit(s) work plans and work performance standards; conducts and leads individual or unit meetings; ensures unit(s) activities are in compliance with agency, state, and federal guidelines; recommends and acts on personnel actions including selection, promotion, transfers, discipline or discharge.
- 25% +/- 10%
- Performs a variety of administrative tasks necessary for the supervision of the social services programs; advises upper management of services needs and makes recommendations for programs and priorities; assists in the planning and development of new social service programs or policies and procedures; develops opportunities for social services contracts; monitors social services contracts; develops and maintains service delivery systems; compiles and analyzes statistical reports; assists in budget preparations and exercises fiscal control for assigned social program; manages contract budgets; reviews and approves monthly provider invoices; manages grants and oversees grant compliance.

## Senior Social Services Supervisor

25% +/- 10%

- Consults and coordinates with various individuals on social services issues; coordinates services with other divisions or institutional units; coordinates services with community and local agencies to promote activities and develop resources; establishes and maintains contact with courts, attorneys, law enforcement agencies, and probation/parole officers; prepares and delivers presentations and training sessions on programs and services; provides training for service providers as requested; represents agency/institution as member or liaison to community committees or boards; responds to customer complaints or questions from the public or media.

10% +/- 5%

- Organizes, coordinates, monitors, and evaluates unit(s) operations and procedures; establishes and implements unit(s) goals; monitors and evaluates performance of unit(s) activities and service delivery; creates reports regarding unit(s) performance; identifies issues/problems and makes recommendations to increase effectiveness and quality of work performance, operational systems, and internal policies; conducts case review and clinical supervision with employees; establishes and communicates guidelines, policies, and procedures to employees.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, workshops, meetings, and court hearings; reviews mileage reports; prepares or assists in the preparation of cases for court; provides backup coverage for other senior supervisors; provides after-hours or emergency coverage due to absence of regular social services worker or in crisis situations.

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

- Master's degree in social work with five (5) years of social work 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

Proposed DATE:

## **Senior Social Services Supervisor**

- 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.
- Ability to comprehend a variety of informational documents including case records, assessment reports, monthly statistics summaries, medical records, mileage reports, time sheets, expense reports, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including agency policies and procedures manual, social worker ethics and standards, Acts and Guidelines specific to working with particular subgroups, Personnel Policies and Procedures Manual, Ohio Administrative Code, and Ohio Revised Code.
- Ability to prepare weekly, monthly, and annual statistical reports, monthly department reports, case documentation, mileage reports, performance evaluations, agendas, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage and supervise employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret counseling, basic legal, and basic medical terminology and language.
- Ability to communicate effectively with subordinates, coworkers, supervisor, managers, clients, representatives from external agencies, social service providers and vendors, other County employees, community partners, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Staff Auditor	<b>Class Number:</b>	1055181
<b>FLSA:</b>	TBD	<b>Pay Grade:</b>	TBD
<b>Dept:</b>	Internal Audit		

### Classification Function

The purpose of this classification is to assist the Internal Audit Manager conduct preliminary financial and performance auditing of selected County departments.

### Distinguishing Characteristics

This is an entry level classification with responsibility for performing technical activities in the Department of Internal Audit. This class works under direction from the Internal Audit Manager and is responsible for performing timely and accurate financial and performance audits. The employee works within a framework of established regulations, policies, and procedures and is expected to use professional 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.

- 25% +/- 10%
- Conducts risk assessments to assess financial controls, operational efficiencies, and compliance with applicable policies, procedures, and regulations.
- 25% +/- 10%
- Gathers financial and operational data for internal audits through a variety of accepted methods including interviews and observations.
- 25% +/- 10%
- Conducts control, substantive and compliance audit testing of specified financial and operational areas using acceptable audit techniques including vouching and reconciliation.
- 15% +/- 10%
- Drafts preliminary audit findings and recommendations based on testing results; submits findings and recommendations to Internal Audit Manager for review and comment.
- 10% +/- 5%
- Manages audit segment budgets for identified audits; communicates results of internal audit to stakeholders; assists Audit Manager and/or Senior Staff Auditor with planning audits in accordance with the Annual Audit Plan.

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

Bachelor's degree in accounting, finance, business administration, public administration, information systems, or a related field with one (1) year previous experience in accounting, auditing, or a related field; or an equivalent combination of education, training, and experience.

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

### Additional Requirements

No certificates or licenses required.

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

### **Physical Requirements**

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

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, and 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 coordinate, strategize, systemize, and correlate, using discretion in determining time, place, and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and overseeing the execution of these decisions.
- Ability to comprehend a variety of informational documents including raw data from IT, audit workpapers, audit schedules, FAMIS reports, trial reports, cash financial statements, grants, CAFR reports, vouchers, receipts, purchase orders, invoices, and operational documents and reports.
- Ability to comprehend a variety of reference books and manuals including the Governmental Accounting, Auditing, and Financial Reporting (GAAFR), Generally Accepted Governmental Auditing Standards (GAGAS), Generally Accepted Accounting Principles (GAAP), Institute of Internal Auditors (IIA) Standards, Auditor of State website, County Charter, Ohio Revised Code, Personnel Policies and Procedures Manual, Code of Federal Regulations, International Standards for the Professional Practice of Internal Auditing, and other applicable auditing and accounting practices.
- Ability to prepare flowcharts, diagrams, process narratives, audit programs, spreadsheets, audit findings and recommendations, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret accounting and auditing terminology and language.
- Ability to communicate with directors, managers, coworkers, other County staff, audit committee, external auditors, and the public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Assistant Maintenance Superintendent	<b>Class Number:</b>	1042511
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12
<b>Dept:</b>	Public Works		

### Classification Function

The purpose of this classification is to assist in administering and coordinating the operations of the Maintenance Department of the Public Works Engineer's Office; to provide support to a Maintenance Superintendent.

### Distinguishing Characteristics

This is an assistant manager classification with responsibility for supporting the Maintenance Superintendent in planning and directing the Maintenance section of the Public Works Engineer Office, under direction. This class provides support in solving operational, technical, and management problems related to maintenance. The employee participates in discussion of plans, projects, and objectives, and in presenting solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and in ensuring 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.

- 25% +/- 10%
- Assists in the administration of the operations of the Maintenance department; coordinates work operations with administration, contractors and the public; oversees the maintenance of and capital improvements to all Public Works Buildings.
- 25% +/- 10%
- Supervises the assigned maintenance area; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate
- 20% +/- 10%
- Ensures efficiency of snow and ice removal operations for the Public Works; inspects bridges and roadways to assess maintenance and repair needed; reviews daily reports; inspects equipment for proper operation and upkeep.
- 20% +/- 5%
- Assists in evaluating, reviewing and recommending the section budget for disbursements of materials, parts, supplies, equipment and tools; reviews daily work distribution, reports, labor and materials costs and work done; approves payroll and all departmental purchases and establishes costs of work needed.
- 10% +/- 5%
- Reviews and responds to citizen requests and complaints; investigates all grievances within the department; plans, coordinates and attends meetings and demonstrations.



## **Assistant Maintenance Superintendent**

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

Associate's degree or equivalent technical training in the trades or construction fields with six (6) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

### **Additional Requirements**

Requires a driver's license in the State of Ohio.

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

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate a variety of maintenance equipment including snoopers, lifts, survey instruments, metal detector, safety equipment, computers and peripheral equipment.

#### **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 and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

#### **Mathematical Ability**

- Ability to understand and apply basic mathematics and algebra and geometry.

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including forms, plans, maps, legal descriptions, fiscal reports, payroll sheets, grievances, bridge drawings, highway drawings, certifications, contracts, and reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, O.D.O.T. manuals, reference manuals, trade publications, specifications, union contracts, standards, guidelines, and codes.
- Ability to prepare performance appraisals, correspondence, agreements, contracts, plans, project estimates, charts, accident reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

### **Assistant Maintenance Superintendent**

- Ability to work with others to coordinate the programs and/or resolve typical problems associated with the responsibilities of the job.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret maintenance, construction and engineering terminology and language.
- Ability to communicate with consultants, departmental employees, supervisor, and administrators.

### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Critical Infrastructure Analyst	<b>Class Number:</b>	1062481
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13
<b>Dept:</b>	Public Safety and Justice Services		

### Classification Function

The purpose of this classification is to develop, implement, coordinate, and manage fire intelligence sharing and critical infrastructure protection programs in Ohio Homeland Security Region 2 for the Northeast Ohio Regional Fusion Center.

### Distinguishing Characteristics

This is a journey-level classification that is responsible for the management of fire intelligence sharing and critical infrastructure activities in Ohio Homeland Security Region 2 (OHSR II – which includes the counties of Ashtabula, Cuyahoga, Geauga, Lake, and Lorain) as well as overseeing and coordinating training needs.

### 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%

- Coordinates and manages fire service activity integration into the intelligence and information sharing process in OHSR II; manages Fire Liaison Officer (FLO) Intelligence and Information Sharing Program for OHSR II; identifies and recruits fire personnel for the FLO Program; oversees dissemination of relevant threats and analyses to appropriate local law enforcement, fire service organizations, and federal agencies; attends fire service threat assessment meetings and conference calls; develops, implements, and maintains written policy outlining standard operating procedures for suspicious activity and incident reporting process for OHSR II; communicates information requirements and the overall information-gathering strategy to private and public-sector partners; ensures that fire service integration activities are in compliance with the Department of Homeland Security (DHS) Fire Service Integration for Fusion Centers.

30% +/- 10%

- Oversees and manages information sharing and intelligence analysis activities in support of the protection of OHSR II Critical Infrastructure and Key Resources (CIKR); identifies CIKR assets in OHSR II; researches, tracks, reviews, and analyzes CIKR incidents within OHSR II as well as at the state and national level to identify risks and trends; collects intelligence, threats, and information on suspicious activities relating to CIKR and analyzes information to determine threat levels, local CIKR vulnerabilities, potential consequences of attacks, and risk mitigation and the resulting effects; identifies intelligence and information gaps and strategizes information gathering opportunities; conducts on-site threat or vulnerability assessments as needed; produces threat assessment reports for identified major events in NE Ohio; serves as a liaison between federal, state, local, and private sector security partners; oversees dissemination of relevant CIKR threats and analyses to the appropriate critical infrastructure (CI) sector and federal agencies; develops, reviews, and updates information gathering, analyzing, and reporting policies and procedures and presents as necessary; ensures that critical infrastructure protection activities are in compliance with the DHS' National Infrastructure Protection Plan.

Proposed DATE

## Critical Infrastructure Analyst

30% +/- 10%

- Coordinates, develops, and delivers intelligence and awareness training programs, sector and industry specific programs, and criminal and terrorism awareness training programs; collaborates and coordinates with state and federal partners to deliver training to fusion center, local law enforcement, fire service partners, first responders, and private sector partners; updates training materials; conducts evaluations on the effectiveness of training courses.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; produces public awareness and training materials including intel bulletins, offer safety bulletins, situational awareness bulletins, and suspicious activity reports; responds to requests for information; attends local, state, and federal safety and security meetings addressing homeland security concerns, CIKR security, intelligence sharing, and identification of security gaps.

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

- Bachelor's degree in critical infrastructure protection, emergency management, intelligence studies, criminal justice, public administration, statistics, or related field and three (3) years of experience in criminal justice, emergency management, emergency services, intelligence analysis, or critical infrastructure protection; 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 licenses or certifications required.

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

#### Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to stand and walk for a prolonged period of time; ability to lift, push, and pull up to 50lbs.

#### 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 requests for information, suspicious activity reports, terrorism screening reports, situational intel report, intelligence briefs, national intel threat briefs, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Bureau of Justice Assistance's Criminal Intelligence Systems Operating

Proposed Date:

## **Critical Infrastructure Analyst**

Policies, Privacy, Civil Rights, and Civil Liberties Guidelines, DHS' Fire Service Integration for Fusion Centers Manual, DHS' National Infrastructure Protection Plan, and NEORFC's Standard Operating Procedures.

- Ability to prepare intelligence bulletins, presentations, training materials, threat assessments, suspicious activity reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic legal terminology and language.
- Ability to communicate effectively with supervisor, fire service personnel, representatives of public safety and private sector entities, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, strong odors, toxic/poisonous agents, smoke, dust, pollen, wetness, humidity, animals, wildlife, disease, bodily fluids, electrical currents, explosives, violence, bright/dim lights, noise extremes, vibrations, machinery, and traffic hazards.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Customer Experience Analyst	<b>Class Number:</b>	1053311
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12B
<b>Dept:</b>	Information Technology		

**Classification Function**

The purpose of this classification is to promote user experience design best practices through researching, conceptualizing, and designing applications to be more user friendly.

**Distinguishing Characteristics**

This is an advanced journey level classification, working under direction of the Web and Applications Administrator. The employee in this class 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 only occasional instruction or assistance as new or unusual situations arise and work independently, exercising 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.**

- 20% +/- 10%
- Designs and implements voice of customer (VOC) programs; designs and conducts user-centered design research; clarifies and defines research goals; collects and analyzes VOC data to drive improvements, reduce risk, and improve usability; identifies interdependencies across people, processes, and technology that impact design of the customer experience; translates research findings into actionable recommendations; prepares, documents, and presents findings and recommendations to management and stakeholders.
- 20% +/- 10%
- Reviews and contributes to wireframes, mock-ups, and prototypes for design and development to create seamless, usable, convenient, and enjoyable user experiences; ensures designs are Web Content Accessibility Guidelines (WCAG) compliant and aligned with business, stakeholder, and end user priorities.
- 20% +/- 10%
- Tracks, prioritizes, and manages website analytics including advanced code requirements, configurations, settings, custom metrics, and dimensions; creates reports using Google Analytics and other data sources; serves as contact for analytics and tracking requests.
- 20% +/- 10%
- Analyzes, designs, and leads usability tests to ensure applications are working correctly and to determine opportunities to improve usability; identifies and documents deficiencies and finds solutions; ensures requirements, specifications, and standards have been met; documents test plans, procedures, and results; coordinates quality assistance (QA) resources internally and externally; acts as key QA point of contact for new releases.
- 20% +/- 10%
- Performs related administrative duties; responds to emails and phone calls; attends various trainings and meetings; researches and stays up to date on new and emerging technologies, user experience design patterns, trends and methodologies, software development, and infrastructure concepts; assists with creation of training material for clients and application end users.

Proposed Date:

## **Customer Experience Analyst**

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

- Bachelor's degree in information technology, visual communications, marketing, business administration, or related field with seven (7) years of web design, front end development, user design/experience management, or related experience; or any equivalent combination of training and experience.

### **Additional Requirements**

- No special license or certification is required.

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

- Ability to operate a variety of automated office machines including personal computer and copier.
- Ability to utilize a variety of website development and maintenance software.

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including web analytics, customer surveys, functional specifications, WCAG and Americans with Disabilities Act (ADA) compliance reports, training guides, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, computer software manuals, user experience/user interface design best practices, and Web Content Accessibility Guidelines.
- Ability to prepare user stories, wireframes, mock-ups, test plans, web analytics and reports, user interface design standards and guidelines, system documentation, training documents, department reports, functional specifications, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to advise administrators, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret marketing terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, other County employees, subject matter experts, consultants, vendors, and end users.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

## **Customer Experience Analyst**

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Proposed Date:



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Facilities Energy Coordinator	<b>Class Number:</b>	1042161
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	Public Works		

### Classification Function

The purpose of this classification is to perform duties that support energy efficiency and conservation in County buildings.

### Distinguishing Characteristics

This is a journey-level position that is responsible for performing duties that support energy efficiency and conservation including analyzing records of energy consumption, monitoring energy contracts for the County, and identifying and implementing energy conservation measures.

### 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%
- Establishes and maintains procedures to record energy consumption and cost; performs utility billing analysis; identifies discrepancies and errors in billing; works with utility companies in cases of discrepancies or errors and obtains credits when necessary; performs periodic review of utility rate and rate structure; researches energy-related problems to discuss with Contractors and Utility Companies; establishes and maintains on-going relationships with contractors and vendors to ensure that energy efficiency programs are met to the County's expectations.
- 30% +/- 10%
- Collects and evaluates past and present energy consumption data; establishes utility usage benchmarks for County buildings; outlines benchmarks and establishes energy savings targets and objectives; monitors energy usage against targets and objectives; identifies areas with high energy consumptions and implements procedures to improve energy efficiency and reduce consumption and waste; conducts follow-up investigations to ensure implementation of energy conservation measures.
- 10% +/- 5%
- Identifies opportunities to improve the operation, maintenance, or energy efficiency of buildings; conducts facility site visits; analyzes technical feasibility of energy-saving measures; recommends energy-efficient technologies or alternate energy sources; ensures compliance with Government and Environmental Protection Agency (EPA) guidelines; assists with establishing and promoting energy awareness and conservation programs; develops energy conservation educational materials.
- 10% +/- 5%
- Monitors execution of energy contracts for the County; oversees County Energy Conservation Measures (ECM) contracts.

20% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; assist preparing Requests for Proposals (RFPs); assist overseeing bid process; assists with selection of vendors to contract; monitors and manages signed utility contracts, responds to emails and phone calls; attends various trainings, workshops, and meetings; prepares audit reports containing all utility costs and consumption, energy analysis results, and recommendations for energy cost savings; applies for rebate programs; consults with engineers, contractors, and utility companies on technical issues.

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

- Bachelor's degree in Business Administration, Engineering, Architecture, Public Administration, Project Management or related field with three (3) years of building energy management analysis, building systems design, or energy auditing 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 required.

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

**Physical Requirements**

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

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including bid packages and estimates, EPA reports, compliance and enforcement policy documents; memos, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, EPA compliance reporting guidelines, etc.
- Ability to prepare utilities reports, monthly utility tracking reports, energy reports, charts, diagrams, spreadsheets, audit reports, memos, facility data sheets, 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, and to follow instructions.
- Ability to use and interpret basic legal, engineering, and mechanical terminology and language.

## **Facilities Energy Coordinator**

- Ability to communicate effectively with supervisor, director, representatives of outside agencies and businesses, and other County employees.

## **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Program Evaluation Coordinator	<b>Class Number:</b>	1014131
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	Health and Human Services – Homeless Services		

### Classification Function

The purpose of this classification is to coordinate and oversee the annual Consolidated Grant application process to the Department of Housing & Urban Development (HUD) for homeless assistance grant recipients.

### Distinguishing Characteristics

This is a journey-level classification with responsibility for managing multiple parts and phases of the annual Consolidated Grant application process to HUD for homeless assistance grant recipients. This classification works within a framework of policies, procedures and regulations. The incumbent is expected to work independently and ensure that all 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%
- Prepares materials for Advisory Board and Office of Homeless Services (OHS) Public Policy Committee meetings; prepares materials including reports, charts, narratives, summaries of federal regulations, agendas, minutes, and analyses for committee and Advisory Board use; researches homeless issues, approaches, and developments; provides recommendations affecting policy on homeless issues; develops project evaluation forms, consumer surveys, and scoring matrices; analyzes and presents score summary information to committees and the community; develops corrective actions plans for underperforming projects.
- 25% +/- 10%
- Coordinates grant recipient Annual Performance Reporting (APR) and Point in Time (PIT) count to HUD; submits annual performance reports for projects; provides written and verbal directions to grant recipients regarding reports; reviews each grant recipient report, identifies needed changes, and assists with corrections; provides technical assistance to grant recipients regarding compliance issues; provides technical assistance to organizations on project specific issues; coordinates annual PIT count of sheltered and unsheltered homeless persons; compiles necessary data for PIT count and submits results to HUD; provides information regarding PIT count to community stakeholders.
- 20% +/- 10%
- Coordinates and oversees the annual Consolidated Grant application process to HUD for homeless assistance grant recipients; works with grant recipients to submit grant applications; develops grant application instructions and timelines; identifies application issues and problems and assists with corrections; reviews and ensures that grant applications and budgets meet requirements; approves and submits each grant application.

## **Program Evaluation Coordinator**

10% +/- 5%

- Ensures general procedural compliance throughout the grant application process; researches and monitors relevant state and federal regulations, reporting, and other compliance requirements; interprets applicable regulation, policies, and procedures affecting homeless assistance programs; communicates information to coworkers and grant recipients; provides support to grant recipients in their requests for grant and/or budget amendments through communication with the Columbus HUD office.

15% +/- 10%

- 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; addresses other needs for assistance identified by OHS Director, Advisory Board, grantees, committees, Columbus HUD office, and the Ohio Development Services Agency staff; represents OHS on the local Federal Emergency Management Assistance (FEMA) Board; serves on FEMA Board Allocations Committee.

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

- Bachelor's Degree in public administration, business administration, social sciences, or related degree and three (3) years of experience in grants administration, program administration, compliance auditing, or related field; or any equivalent combination of training and experience.

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

No special license or certification is required.

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

#### **Physical Requirements**

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

#### **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 draft of project applications, grant and project renewal documents, policy documents, forms, spreadsheets, grant amendments, memos, research, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act federal regulations, Housing and Urban Development (HUD) guidelines, HUD Annual Notice of Funding Availability (NOFA), and related Federal Register documents.

## **Program Evaluation Coordinator**

- Ability to prepare spreadsheets, meeting agendas, reports, charts, applications, forms, 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 use and interpret basic legal terminology and language.
- Ability to communicate with coworkers, supervisors, directors, other County employees, members of internal and external agencies and committees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Staff Auditor	<b>Class Number:</b>	1055182
<b>FLSA:</b>	TBD	<b>Pay Grade:</b>	TBD
<b>Dept:</b>	Internal Audit		

### Classification Function

The purpose of this classification is to plan, oversee, and conduct audits on County departments as well as serve as a lead worker for lower level staff auditors.

### Distinguishing Characteristics

This is a journey level classification with responsibility for performing technical activities in the Department of Internal Audit. This class works under direction from the Internal Audit Manager and is responsible for ensuring audits are performed in a timely and accurate manner. The employee works within a framework of established regulations, policies, and procedures and will receive instruction or assistance only as unusual situations arise. The Senior Staff Auditor is 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.

- 60% +/- 10%
- Plans, oversees, and conducts audits on County departments; conducts control, substantive, and compliance audit testing; collects and reviews evidence, documents, and data sets; analyzes collected evidence, documents, and data sets; oversees audit hours to help staff auditors stay within budget; communicates audit results with auditees and stakeholders; prepares reports of noncompliance or weakness.
- 25% +/- 10%
- Serves as a lead worker for the staff auditors; assigns, coordinates, and reviews the staff auditors' work; answers staff auditors' questions; drafts and administers training materials.
- 15% +/- 10%
- Conducts and reviews annual risk assessments; meets with managers and directors to gather data; assesses financial control and operational efficiency; reviews compliance with applicable policies, procedures, and regulations; assists Audit Manager with planning audits in accordance with the Annual Audit Plan.

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

Bachelor's degree in accounting, finance, business administration, public administration, information systems, or a related field with four (4) years previous experience in accounting, auditing, or a related field; or an equivalent combination of education, training, and experience.

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

### Additional Requirements

No certificates or licenses required.

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

### **Physical Requirements**

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

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to high level data analysis requiring managing of data and people, deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including raw data from IT, audit workpapers, audit schedules, FAMIS reports, trial reports, cash financial statements, grants, CAFR reports, vouchers, receipts, purchase orders, invoices, and operational documents and reports.
- Ability to comprehend a variety of reference books and manuals including Governmental Accounting, Auditing, and Financial Reporting (GAAFR), Generally Accepted Governmental Auditing Standards (GAGAS), Generally Accepted Accounting Principles (GAAP), Institute of Internal Auditors (IIA) Standards, Auditor of State website, County Charter, Ohio Revised Code, Personnel Policies and Procedures Manual, Code of Federal Regulations, International Standards for the Professional Practice of Internal Auditing, and other applicable auditing and accounting practices.
- Ability to prepare flowcharts, diagrams, process narratives, audit programs, spreadsheets, audit findings and recommendations and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret accounting and auditing terminology and language.
- Ability to communicate with directors, managers, coworkers, other County staff, audit committee, external auditors, and the public.



**Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Assistant Airport Manager	<b>Class Number:</b>	1042321
		<b>Pay Grade:</b>	13

<b>Departments:</b>	Development, only
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### Classification Function

The purpose of this classification is to assist the airport manager with the management of the County airport insuring that all operations are complying with local, state, and federal 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.

- Assists the airport manager with the management of the County airport insuring that all operations are complying with local, state, and federal regulations (e.g. – assists in developing strategic, facilities, business, financial, noise mitigation, and environmental plans; completes directives of the airport manager involving day-to-day operations of the Airport; assists in the enforcement of operating rules and regulations; promotes and maintains safety in airport services and operations; responds to public and tenant concerns; assists in Airport marketing tasks involving Airport improvements, Airport properties and leases (real estate and buildings) and other revenue-enhancement initiatives; prepares and reviews statistical reports; assists in the development and implementation of compliance strategies regarding rules and regulations of the Federal Aviation Administration and Transportation Security Administration (FAA), as applicable; prepares grant-in-aid applications and reimbursement claims for financial assistance from the FAA and other applicable agencies).
- Supervises field employees assigned to County Airport (e.g. - supervises inventory controls; assigns, reviews, plans and coordinates work; provides job training and instruction; oversees time keeping policies and procedures; approves employee leave requests; monitors employee leave accruals and balances; recommends and implements related personnel policies and procedures; recommends personnel actions including selection, promotion, transfer, discipline or discharge).
- Supervises field operations (e.g. – conducts Airport rescue and fire fighting services; conducts snow and ice removal; conducts wildlife management; conduct Airport security; conducts Airport field inspections; conducts emergency response; investigates noise complaints).
- Prepares and maintains budgetary reports and records (e.g. - prepares financial and statistical records; assists in the preparation of the annual Airport Division operating budget and the Airport Capital Improvement Program or related programs; reports the status of airport finances).

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

Bachelor's degree in business or related field with five years of airport operations and/or administration experience including two years in a supervisory capacity; or any equivalent combination of training and experience.

#### Additional Requirements

No special license or certification is required.

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

#### Physical Requirements

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Revised August 29, 2008

- Ability to operate a variety of automated office machines including typewriter and adding machine.
- Ability to operate a variety of motorized vehicles and equipment including a fire truck, tractor, dump truck, broom truck and pick-up truck.
- Ability to use a variety of building trades tools including mechanic's tools, carpentry tools, plumber's tools and diagnostic equipment.
- Ability to use specialized equipment including a runway scan system, Tapley friction meter, and refractometer.

**Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

**Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of the principles of basic algebra.

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including security reports, time sheets, vehicle maintenance reports, meter readings, inspection reports, operations manuals, periodicals, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including FAA Advisory Circulus, union contract, accounting manuals and personnel policy manuals.
- Ability to prepare purchase orders, billing statements, vehicle maintenance reports, financial statements, lease agreements, correspondence, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret aviation, engineering, mechanical and accounting terminology and language.
- Ability to communicate effectively with airport manager, subordinates, FAA personnel, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.
- Work may be performed outdoors in varying weather conditions.
- Work involves responding to emergency situations.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Cashier	<b>Class Number:</b>	1013111
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	3
<b>Dept:</b>	Fiscal Office		

### Classification Function

The purpose of this classification is to perform cashiering duties including collecting payments, cashing vouchers and warrants, balancing cash drawer, and maintaining daily records; and to provide general information and assistance to staff and the public.

### Distinguishing Characteristics

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

### Essential Job Functions

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

- 30% +/- 10%
- Acts as a cashier; receives and processes various fees and charges including property and other taxes, public transit ticket payments, child support payments, vendor license payments; processes payments and enters information into the appropriate computer system making changes as necessary; processes tax payments, non sufficient funds, escrow, real estate and credit card payments.
- 20% +/- 10%
- Cashes vouchers and warrants; verifies amounts; provides correct change; balances the drawer daily with supporting documentation.
- 20% +/- 10%
- Sends invoices for Non Sufficient Fund (NSF) items.
- 10% +/- 10%
- Maintains records including daily records of transactions; checks and tabulates records, balances, and funds received; prepares routine reports and distributes reports to appropriate departments or divisions.
- 20% +/- 10%
- Performs a wide variety of routine clerical work including sorting, filing, copying, billing, verifying, recording information on records and sending delinquent notices when necessary.

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

High school diploma GED with six (6) months previous experience including public contact and cashiering, or an equivalent combination of education, training, and experience.

**Additional Requirements**

No licenses or certificates required.

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

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

**Supervisory Responsibilities**

No supervisory requirements.

**Mathematical Ability**

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

**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 warrants, vouchers, payment slips, one stop payments and bills.
- Ability to comprehend a variety of reference books and manuals including policies and procedure manuals and bookkeeping manuals.
- Ability to prepare vouchers, data entry, clerk of court reports, non sufficient funds reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret bookkeeping terminology and language.
- Ability to communicate with vendors, the public, co-workers, supervisors, and employees of other departments.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	C.A.D. Technician Assistant	<b>Class Number:</b>	10691121
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	4
<b>Dept:</b>	Public Works		

### Classification Function

The purpose of this classification is to perform clerical and tax map maintenance duties for the Tax Map unit in the Public Works Surveyor's Section.

### Distinguishing Characteristics

This is an entry level classification that performs some drafting duties and utilizes a computer aided drafting program to revise tax map books, and performs clerical work for the unit. This classification works under a framework of well-defined procedures. This class requires a limited exercise of judgment and consults with a supervisor as new or unusual situations arise. This class is distinguished from the C.A.D. Technician I that requires a higher level of experience using C.A.D. software and works with greater independence in performance of duties.

### Essential Job Functions

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

- 20% +/- 10%
- Draws in revisions in the Fiscal Officer's tax map books with protractors, triangles, etc. and using basic C.A.D. software.
- 10% +/- 10%
- Performs daily deed transfers in Fiscal Officer's tax map books; receives, indexes and copies daily deed assignments.
- 20% +/- 10%
- Assists attorneys, title companies, surveyors, and the general public in the map room; performs research for the Land and Right-of-Way Divisions.
- 50% +/- 20%
- Performs a variety of clerical duties, including operating reproduction equipment, assembling and compiling data for reports, and delivering copies, prints and/or office supplies to front office

### Experience Required to Perform Essential Job Functions

High school diploma supplemented with technical training in C.A.D. system software or a related field is desirable; one year of drafting and/or computer experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

### Additional Requirements

No required licenses.

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

#### Physical Requirements

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

## **Supervisory Responsibilities**

No supervisory responsibilities.

## **Mathematical Ability**

- Ability to understand and apply addition, subtraction, multiplication, and division.

## **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 plats, legal descriptions, and City ordinances.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, reference and computer manuals, plats and deeds.
- Ability to prepare copies, updates on tax maps and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret basic engineering and land use related terminology and language
- Ability to communicate with supervisor, co-workers, attorneys, title companies, surveyors, and the general public.

## **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Capital Plan Construction Administrator	<b>Class Number:</b>	1042191
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15
<b>Dept:</b>	Public Works		

### Classification Function

The purpose of this classification is to plan, organize, manage, and administer construction projects for all County owned facilities.

### Distinguishing Characteristics

This is a senior management classification with responsibility for planning, managing and administering construction projects for all County owned facilities, under general direction. This class requires the analysis and solution of operational, technical, administrative and management problems related to capital projects. The employee is expected meet, consult and collaborate with the County Engineer to discuss plans, programs, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational 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.**

- 30% +/- 10%
- Coordinates future plan scoping; distributes job duties; determines project delivery method; reviews plans and specifications for constructability; assists in reviewing bids; prepares project estimates; prepares or administers staffing needs for facility construction group.
- 25% +/- 10%
- Supervises the assigned staff; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate.
- 30% +/- 5%
- Evaluates project progress and prioritizes work assignments; evaluates consultants for new projects; observes and inspects projects under construction; observes field conditions of proposed projects; review or approves contractors' pay adjustments; reviews and makes recommendations for project change orders; coordinates plan changes; assists contractors and consultants quality of workmanship; processes final payments and close out documentation; communicates contract milestones to County Executive staff and others; reviews contracts; reviews project claims.
- 15% +/- 5%
- Develops and recommends department policies and procedures; reviews all incoming and outgoing correspondence; drafts letters to respond to correspondence; responds to inquiries from other public agencies; serves on various committees; attends and conducts meetings.

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

Bachelor's degree in engineering, Master's degree preferred, with seven (7) years previous experience.

**Additional Requirements**

License as a professional engineer in the State of Ohio.

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

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

**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 and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

**Mathematical Ability**

- Ability to understand and apply college level algebra, geometry, calculus and statistics.

**Language Ability & Interpersonal Communication**

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including project plans and tasks, project schedules, project pay applications, change orders, timesheets, leave requests, reports, plans, project specifications, schedules, data and invoices.
- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, design manuals, reference manuals, contracts, and codes.
- Ability to prepare performance appraisals, correspondence, agreements, contracts, plans, project budgets, policies and procedures, estimates, requests for proposal, 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, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret engineering, construction management and budgetary terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, attorneys, vendors, departmental employees, and administrators.

**Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Fiscal Office Inquiries Assistant	<b>Class Number:</b>	1055126
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	4
<b>Dept:</b>	Fiscal Office		

### Classification Function

The purpose of this classification is to provide information and assistance to the general public in person, on the telephone and by mail; to establish contractual payment agreements for delinquent taxpayers.

### Distinguishing Characteristics

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

### Essential Job Functions

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

- 30% +/- 10%
- Staffs a front desk in the Taxpayer Services unit in the Cuyahoga County Fiscal Office; receives the general public; responds to inquiries and requests regarding taxes; provides assistance in resolving tax problems; explains penalties, interest and payment schedules; explains tax bill calculations and calculates tax penalties, interest and tax rates; reviews lists of contractual or revised tax accounts; contacts taxpayers by phone and by mail regarding payments; responds to telephone inquiries; refers the public to other agencies, as needed.
- 30% +/- 10%
- Responds to questions regarding foreclosure and to court and sheriff costs; assists the Prosecutor's Office with calculating sheriff costs and to recover court costs and fees; researches property ownership.
- 20% +/- 10%
- Calculates, checks, totals, and processes pre-pay monthly program; explains the program and enrolls taxpayers; assists taxpayers in applying for the Tax Escrow Account Management Program (T.E.A.M.) that allows property owners to pay their property taxes in monthly installments to avoid large tax bills twice a year; determines whether applicants qualify; determines monthly payments and processes applications; verifies bank account numbers; receives and processes pre-payments; returns rejected applications with explanation.
- 20% +/- 10%
- Performs a wide variety of related clerical work including sorting, filing, copying, verifying, mailing and recording information.

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

High school diploma or GED with and two (2) years of experience including public contact; or an equivalent combination of education, training, and experience.

**Additional Requirements**

No licenses or certificates required.

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

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

**Supervisory Responsibilities**

No supervisory requirements.

**Mathematical Ability**

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

**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 contract payments, escrow payments, forms and applications.
- Ability to comprehend a variety of reference books and manuals including policies and procedure manuals, treasurer reference manual, and tax rates and levies passed.
- Ability to prepare escrow and tax bill statements, delinquent tax contract, payment plans and contracts, tax bills, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret tax terminology and language.
- Ability to communicate with the public, co-workers, supervisors, and employees of other departments.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Network Support Technician	<b>Class Number:</b>	1011232
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6
<b>Departments:</b>	All departments		

### Classification Function

The purpose of this classification is to provide computer hardware, network, and software technical support and assistance to end-users in a County department.

### 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.

- Provides computer hardware, network, and software technical support and assistance to end-users in a County department (e.g. - installs and assists maintaining hardware and software including data terminal, data communications, personal computers, servers, routers and bridges; diagnoses and resolves problems referenced by the help desk, supervisor, and users; with direction from the supervisor, assists with configuring, installing and maintaining workstations on LANs; with direction from the supervisor, assists with configuring, installing, and maintaining LANs; provides end-users basic operational instructions).
- Provides other computer-related support services (e.g. – customizes installation of software applications to meet end-users needs; assists other departments with general information utilizing the Ohio Data Network; refurbishes and adjusts equipment; service vendor of equipment malfunction).
- Performs miscellaneous administrative duties (e.g. - monitors problem log system, responds to problems via telephone, etc.).

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

Associate's degree in computer science or a related field and six months of computer experience; or any equivalent combination, of training and experience.

#### Additional Requirements

No special license or certification is required.

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

#### Physical Requirements

- Ability to operate a variety of automated office machines including personal computer, peripheral equipment, scanners, and printers.
- Ability to move and install computer equipment.

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including problem logs, user requests, computer periodicals, source materials, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including various hardware and software computer manuals.
- Ability to prepare problem resolutions, memos, procedural instructions, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret computer hardware and computer software terminology and language.
- Ability to communicate effectively with managers, supervisors, help desk employees, County Information Services Center, other County employees, and vendors.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Programmer Analyst 2	<b>Class Number:</b>	1053122
		<b>Pay Grade:</b>	10

<b>Departments:</b>	All departments
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### Classification Function

The purpose of this classification is to function as lead worker over lower level programmer analysts developing new computer programs and maintaining existing computer information systems.

### 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.

- Functions as lead worker over lower level programmer analysts developing new computer programs and maintaining existing computer information systems (e.g.- assigns work and reviews completed work assignments for accuracy; provides job training and instruction).
- Develop new computer programs and maintains existing computer information systems (e.g. - writes, according to specification, computer programs involving high level language including file layouts, report formats, and flow charts; translates program specifications into computer code; creates program documentation by coding, flow-charting or block diagramming; modifies, maintains, and debugs existing programs and systems; establishes instructions for jobs to run on computer; validates batch reports; provides information and troubleshooting on user equipment; collects, analyzes, and interprets data; reviews quality and quantity of input data; monitors equipment and calls repair personnel, as needed).
- Tests computer programs (e.g.- prepares test data to be used for verification studies; prepares flow charts and other documentation to describe solutions and to explain procedures to users).
- Performs administrative duties (e.g. - assists preparing project budgets, operating plans and other financial statements; prepares correspondence and reports as required).

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

Bachelor's degree in computer programming or related field and one year of computer programming experience; or any equivalent combination of training and experience.

#### Additional Requirements

Certification in related computer programming languages and applications may be required after employment.

### 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, mainframe computer, printer, monitors, tape drives, modems, calculator, copier, fax machine, typewriter, and telephone.



**Supervisory Responsibilities**

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

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including program code listings, specifications, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, programming textbooks, and systems manuals.
- Ability to prepare flow charts, diagrams, technical papers, program code listings, reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer terminology and computer programming languages.
- Ability to communicate effectively with managers, supervisors, other County employees, vendors, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Programmer Analyst 3	<b>Class Number:</b>	1053123
		<b>Pay Grade:</b>	12

<b>Departments:</b>	All departments
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### Classification Function

The purpose of this classification is to coordinate the design, development, installation and maintenance of large or complex computer application systems and to supervise lower level programmer/analysts.

### Essential Job Functions

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

- Coordinates the design, development, installation and maintenance of large or complex computer systems (e.g.- designs, develops, installs and maintains on-line programs, off-line batch programs and JCL; evaluates requests for changes in computer systems including hardware; creates program documentation by coding, flow-charting or block diagramming).
- Supervises team of lower-level programmer/analysts (e.g.- plans, coordinates, assigns and reviews work; provides instruction; maintains work standards; responds to employee problems; recommends the selection, transfer, promotion or discipline of employees).
- Performs miscellaneous support activities (e.g.- assists in analyzing user needs; prepares reports detailing project status; develops project cost estimates; trains computer system users).

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

Bachelor's degree in computer programming or related field with three years of computer programming experience; or any equivalent combination of training and experience.

#### Additional Requirements

Certification in related computer programming languages and applications may be required after employment.

### 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, mainframe computer, printer, monitors, tape drives, modems, calculator, copier, fax machine, typewriter, and telephone.

#### Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including change requests, overtime requests, telephone logs, employment applications, programming reports and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer software manuals, programming textbooks, systems manuals, and personnel policy manuals.
- Ability to prepare change requests, overtime requests, telephone logs, programming reports 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 or influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret computer terminology and computer programming languages.
- Ability to communicate with managers, supervisors, other County employees, vendors and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Business Services Manager	<b>Class Number:</b>	1052323
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17
<b>Dept:</b>	Public Works		

### Classification Function

The purpose of this classification is to manage, plan, control, budget, organize and approve all financial, payroll, purchasing and capital activities of the department.

### Distinguishing Characteristics

This is a senior management classification with responsibility for managing and controlling the financial reporting functions of the Fiscal Office directly and through one subordinate supervisor. This class works under administrative direction from the Department Director, and requires the analysis and solution of operational, technical, administrative and management problems related to financial accounting and reporting and related areas. The incumbent exercises discretion in applying policies and procedures to resolve financial reporting 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.**

- 50% +/- 10%
- Manages, plans and controls the financial, payroll and purchasing activities of the Public Works Office; plans, coordinates and forecasts all financial activities as they relate to budgeting, auditing, revenue recognition and appropriation expenditures; determines operational changes to keep department fiscally responsible; maintains a system of control to insure that expenditures do not exceed appropriations; authorizes final approval for all financial activities including purchases, contracts, payroll, inventory and debt; issues monthly financial statements; final approver for all Issue I and other grant expenditures and reimbursements; final approver of all Federal construction expenditures and reimbursements.
- 25% +/- 5%
- Supervises the assigned staff including a Business Services Manager; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.
- 20% +/- 10%
- Prepares, monitors, adjusts and forecasts the Public Works five-year capital improvement plans.
- 10% +/- 5%
- Responsible for compliance with Equal Employment Opportunity, Disadvantage Business Enterprise and Davis-Bacon Act programs pertaining to all Federal, state and local construction programs; responsible for all Office compliance with all other Federal, state and local financial rules and regulations.
- 20% +/- 10%
- Works with various committees and departments within the Office; meets with state, County and local government regarding current or future financial matters; acts as Office liaison with various governments, committees and groups.

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

Bachelor's degree in business, accounting, financial management or a related field with nine (9) years previous experience in accounting or financial management; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

License as a Certified Public Accountant in Ohio.

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

### **Physical Requirements**

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

### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and algebraic calculations involving variables, formulas, ratio and proportion variables; to use a calculator to balance financial data using basic functions.

### **Language Ability & Interpersonal Communication**

- Ability to perform 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 billings, purchase orders, project summaries, accounting reports, spreadsheets, financial statements, budgets, fixed asset reports, flow charts, and payroll reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, Government Accounting Standards Board, Government Accepted Auditing Standards, computer operation manuals, accounting manuals, and the Ohio Revised Code (ORC).

- Ability to prepare annual budget, financial forecast reports, productivity reports, Federal indirect cost reports, Capital Improvement plan, grant reports, budget reports, performance appraisals, disciplinary reports, spreadsheets 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, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting and financial analysis terminology and language.
- Ability to communicate with staff, consultants, external auditors, employees from other departments, departmental employees and administrators, and elected officials.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Treatment Plant Operations Supervisor	<b>Class Number:</b>	1043111
		<b>Pay Grade:</b>	11

<b>Departments:</b>	Development, only
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### Classification Function

The purpose of this classification is to manage the operations and maintenance of the treatment plants and equipment and supervises lower level treatment plant personnel.

### Essential Job Functions

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

- Manages the operations and maintenance of the treatment plants and equipment ( e.g. - manages and monitors operation and maintenance of water and sewage treatment plants, sewage lift stations, swimming pools, collection distribution systems and equipment such as boilers, air conditioners, cooling towers, circulating pumps, air handling equipment, and heat exchangers).
- Supervises lower level treatment plant personnel (e.g. - trains and supervises water and sewage plant personnel in ethical operation and maintenance of plants, pools, and equipment; provides personal instruction and seminar training meetings; conducts health and safety training programs; assigns and reviews work; prepares employee performance evaluations).
- Inspects plant facilities (e.g. - ensures that all mechanical equipment is being maintained and operated according to regulations; makes on-site investigations of inoperable equipment; inspects elevated tanks' condition and cathodic protection system; inspects installations of equipment and contractors' work; inspects steam and hot water boilers to determine results of chemical feed treatment; evaluates conditions of plants and equipment and instructs resident personnel in corrective action; evaluates preventive maintenance program; conducts safety and health inspections).
- Performs administrative duties (e.g. - reviews design drawings and specifications for water and sewage plant and mechanical equipment installations; prepares budget for new construction; prepares plans and specifications for purchasing new equipment and for the replacement of old equipment; develops and prepares operating and maintenance manuals for plants and pools; reviews records maintained by resident personnel; prepares annual operating budget; prepares and submits monthly OEPA reports; works with engineers to plan for new systems, equipment, etc.).
- Develops, manages and supervises preventive maintenance programs for plants and equipment (e.g.- makes necessary repairs or adjustments on equipment; maintains equipment in stock to make on-site repairs such as alternators, electrical control parts, coils, and printed circuit control cards).
- Meets with Ohio Environmental Protection Agency (OEPA) and Health Department concerning operation of plants and pools; consults with district treatment plant coordinators on troubleshooting problems.

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

High school diploma or equivalent with technical training in waste treatment, and three years of waste treatment experience, or any equivalent combination of training and experience. OEPA Wastewater Operator License is required

### Additional Requirements

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

- Ability to operate a variety of automated office machines including typewriter, calculator, and copy machine.
- Ability to operate a variety of mechanical tools and lawn maintenance equipment.
- Ability to operate drafting and diagnostic instruments and laboratory equipment.

**Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

**Mathematical Ability**

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

**Language Ability & Interpersonal Communication**

- Ability to comprehend a variety of informational documents including blue prints, flow charts, lab bench sheets and other reports and records.
- Ability to comprehend a variety of reference books and manuals including equipment manuals, personnel policy manuals, electrical drawings, operation manuals and handbooks.
- Ability to prepare production and performance reports, correspondence, budgets, requisitions, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret engineering, mechanical, and laboratory terminology and language.
- Ability to communicate effectively with supervisor, subordinates, government officials, engineers, students and the general public.

**Environmental Adaptability**

- Work is typically performed in an office, laboratory, and plant environment.
- Work involves exposure to varying weather conditions.

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