

County Council of Cuyahoga County, Ohio

Resolution No. R2019-0143

Sponsored by: Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission	A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.
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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 June 7, 2019, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through D) and recommended to County Council the formal adoption and implementation of the attached changes; and

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

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

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

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

Proposed New Classification:

Exhibit A: Class Title: *Corrections Officer Lieutenant*
Number: 1025321
Pay Grade: 11A/Exempt

Proposed Revised Classifications:

Exhibit B: Class Title: *Budget and Management Analyst (Budget and Planning Administrator)*
Class Number: 1052211
Pay Grade: 14A/Exempt
* Classification was revised at the request of the Office of Budget and Management. Essential functions were revised to include changes due to ERP implementation and department restructuring. Minimum experience was updated from three (3) to five (5) years, supervisory duties were eliminated; pay grade increased from PG13 to PG14. Title changed from Budget and Management Analyst to Budget and Planning Administrator.

Exhibit C: Class Title: *HRIS Administrator*
Class Number: 1053631
Pay Grade: 14B/Exempt
* Department requested revision. Essential job functions, supervisory responsibilities, and minimum training and experience were updated. Pay grade increased from an 11B to a 14B.

Exhibit D: Class Title: *Volunteer Coordinator*
Class Number: 1022421
Pay Grade: 7A/Non-Exempt (No change)
* Classification revised at request of HR. The position was revised to make language more general and open the position up to all departments.

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

Nays: None

Dan R. Brady 7-15-19
County Council President Date

[Signature] 7-15-19
County Executive Date

Jane M. Schlotz 7/11/2019
Clerk of Council Date

First Reading/Referred to Committee: June 25, 2019
Committee(s) Assigned: Human Resources, Appointments & Equity

Legislation Amended in Committee: July 1, 2019

Journal CC035
July 11, 2019

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Corrections Officer Lieutenant	Class Number:	1025321
FLSA:	Exempt	Pay Grade:	11A
Dept:	Sheriff's Office	<i>Exhibit A</i>	

Classification Function

The purpose of this classification is to plan, coordinate, and administer and activities associated with the corrections operation of the Cuyahoga County Corrections Center(s). The incumbent supervises subordinate section personnel, coordinates correction's activities with other units, sections and divisions.

Distinguishing Characteristics

This is a supervisory level class responsible for planning, coordinating, and supervising correction Sergeants, Corporals and Officers for the Cuyahoga County Corrections Center. This class works under general direction of Associate Wardens, Wardens, and the Administrator of Corrections. 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. This class is distinguished from corrections officers with a lower rank in that it requires considerable knowledge of custody, safety & security measures for detention of adult felons.

Essential Job Functions

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

- 55% +/- 10%

• Supervises subordinate staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and schedules work; observes and evaluates the adherence of subordinate personnel to department rules and regulations; assists in assessment and development of personnel needs and requirements; assists in establishing training goals and objectives for corrections personnel; evaluates employee performance; responds to employee questions, concerns, and problems; establishes and promotes employee morale; arbitrates differences between subordinate personnel; conducts investigations into employee misconduct; recommends hiring, promotions, discharges, and disciplinary actions.
- 20% +/- 10%

• Maintains records; prepares reports, orders, memorandums, and other correspondence related to areas of responsibility; reviews reports prepared by subordinate personnel; makes recommendations regarding departmental budget requests; monitors and oversees expenditures; notifies Associate Wardens when certain budget thresholds are reached.
- 25% +/- 10%

• Serves on boards and committees related to corrections activities; interacts with citizens and news media sources to disseminate information concerning police activities; oversee and conducts inspections and studies of corrections operations as directed.

Corrections Lieutenant

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with two years of experience as a Correction Sergeant; or any equivalent combination of training and experience.

Additional Requirements

- Completion of supervisory training as mandated by O.A.C. 5120:1-8-18-(C2) is required within twelve (12) months of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to use a variety of safety/security and law enforcement tools and equipment such as a jail management system and computer database.
- Ability to stand and walk for a prolonged period, balance, climb, bend, twist, and lift, push, and pull up to 25 lbs.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including disciplinary reports, performance evaluations, CS-35, commendations, and media requests.

Corrections Lieutenant

- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, department manuals, Ohio Dept. of Corrections guidelines, Prison Rape Elimination Act, union contracts, and the Ohio Revised Code (ORC).
- Ability to prepare memos, logs, reports, performance appraisals, disciplinary reports, schedules, time slips, orders, audits, investigations, budgets 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 communicate with management, subordinates, inmates, Metrohealth staff, consultants, vendors, and with a variety of individuals within and outside the department.

Environmental Adaptability

- Work is typically performed in jail facilities.
- Work may involve exposure to strong odors, noise extremes, disease and bodily fluids, temperature extremes, smoke, dust, and violence.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Budget and Planning Administrator	Class Number:	1052211
FLSA:	Exempt	Pay Grade:	14A
Dept:	Office of Budget and Management	<i>Exhibit B</i>	

Classification Function

The purpose of this classification is to synthesize quantitative financial data with qualitative policy and program data in order to assist agencies with budget development, identify budget and program solutions, and assure effective fiscal planning and administration.

Distinguishing Characteristics

This is an advanced journey level classification with responsibility for performing technical activities including budget planning, forecasting, financial analysis, performance management and benchmarking, policy analysis, and legislative analysis in the Budget and Management Division of the Fiscal Office. This class works under general direction from the OBM Manager and requires the analysis and monitoring of financial, operational, administrative and management problems related to operations and activities within their assigned departments and agencies. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 25% +/- 10%
- Develops, prepares, and monitors budget of assigned departments and agencies; communicates with departments and agencies regarding budgets and changes in revenues and expenditures; facilitates and coordinates interactions between agencies, elected officials and the administration on accounting, procurement, hiring, information technology, and facility maintenance issues; coordinates with agencies to develop program ideas into budget requests and analyzes implications on program goals and County resources; monitors and approves expenditures to ensure compliance with budget; prepares budget revisions; addresses budget variances; communicates budget decisions made by the Executive and Council to assigned departments and agencies; works with agencies to find solutions for conflicts with budget decisions.

- 25% +/- 10%
- Oversees budget reviews utilizing specialized performance management data, including County investments, economic development and lending, debt management, legislative analysis and interpretation, capital projects management and long-term planning, information technology project financial plans and activity, employee health insurance and benefits data; monitors debt service funds and external bank accounts and conducts analysis and projection; prepares, processes, and evaluates County revenues; plans, prepares, and processes County debt portfolio and obligations; provides cost benefit analyses to evaluate options and measure investment results; conducts legal research to maximize resources and identify financing options; provides legislative updates on state and local law changes with policy and fiscal analysis; reviews and interprets actuarial analyses of health insurance and workers' compensation data.

Budget and Planning Administrator

20% +/- 10%

- Evaluates department and agency fiscal activities; conducts expenditure and revenue forecasts by fund and department; makes recommendations to County fiscal policy and procedures based on information from forecasts; provides information to elected officials and management on availability of resources and financial sustainability.

10% +/- 5%

- Approves and/or processes various fiscal actions for assigned departments; prepares and processes original appropriations for categorical grants, all funds, and any other special program or project; processes sub-fund or various index code financial requests; processes appropriation transfers and adjustments with Council approval; processes operating and residual fund transfers with Council approval; updates various department/agency payroll projections; identifies and processes fund deposits; coordinates consolidation activities with other offices and documents the transition; processes adjustments in budgeting software.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; serves as liaison for the Fiscal Office; serves as an OBM representative on committees; collaborates with Financial Reporting to manage operating budgets, capital budgets, grants, revenue, expenditure, and cash transfers.

10% +/- 5%

- Provides financial/operational impact analyses on funding requests from the agencies/departments, elected officials, or outside agencies; makes recommendations on whether to provide funding; identifies opportunities to reduce spending; identifies and implements opportunities for process improvement.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in political science, economics, public administration, law, business, accounting or a related field and five (5) years of budget management, financial analysis, or related experience; or any equivalent combination of education, 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.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

Budget and Planning Administrator

Language Ability & Interpersonal Communication

- Ability to perform mid-high level data analysis including the ability to audit, evaluate, deduce, assess, conclude and appraise. Ability to use business analytics software to create reports. 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 FAMIS reports and general ledgers, payroll registers, agency caseload reports, newsletters, agendas, State budget reports, and relevant legislation.
- Ability to comprehend a variety of reference books and manuals including the OBM policy manual, Personnel Policies and Procedures Manual, Ohio Revised Code (ORC), Ohio Administrative Code (OAC), County Code, and general accounting standards and procedures.
- Ability to prepare quarterly expenditure and revenue projections, biweekly payroll projections, expense and budget adjustments, budget reports, memos, 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, 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 relevant legal terminology and language.
- Ability to communicate with management, supervisor, coworkers, State and Federal budget staff, external consultants, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Volunteer Coordinator	Class Number:	1022421
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	All Departments	<i>EXHIBIT C</i>	

Classification Function

The purpose of this classification is to develop and implement all aspects of a volunteer service program, oversee and coordinate volunteers, promote public awareness of assigned County department, and seek donations and sponsorships.

Distinguishing Characteristics

This is an entry-level classification responsible for overseeing and coordinating the volunteer service program for an assigned department. This class works under general supervision and is responsible for supervision of volunteers. Employees ensure 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.

- 30% +/- 10%
- Develops and implements all aspects of a volunteer program for a County department; assesses volunteer needs; develops and implements volunteer recruitment plan; develops promotional campaigns to increase the number of volunteers; collects and analyzes statistics on volunteers to improve volunteer program; prepares reports on the nature, extent, and value of volunteer services; serves as a liaison between administration, staff, and volunteers.

- 30% +/- 10%
- Plans and coordinates events to increase public awareness, generate funds, and increase public support for programs; networks with businesses, celebrities, and the general public to generate funds and sponsorships; assists in maintaining program website and volunteer social media pages; assists in development and implementation of public service announcements, advertising, outreach tables, and displays; assists in design and distribution of literature; makes public and media appearances for communicating the department's policies, mission, needs, and volunteer opportunities; seeks to increase financial support through multiple avenues including donations, sponsorships, grants, etc.; develops and maintains relationships with partnering organizations.

- 30% +/- 10%
- Oversees and coordinates the work of volunteers; conducts orientation and training for new volunteers; assigns work and reviews completed work assignments; provides support and direction to volunteers.

- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; prepares and maintains volunteer training manuals; assists with organizing, creating, and updating records and resource inventory; may assist with overseeing expenditure of donations; may assist with forecasting needed funds for volunteer program.

Volunteer Coordinator

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates Degree in business, marketing, public relations, or related degree and two (2) years of event coordinator, volunteer recruitment, or related experience; or any equivalent combination of training and experience.
- Valid Ohio driver license and proof of automobile insurance.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to stand and walk for prolonged periods of time, bend, twist, and push, pull and lift up 50 pounds with or without assistance.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including weekly, monthly, and annual reports, volunteer applications, statistical reports, waivers, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, department specific manuals and guidelines, timesheets, Ohio Revised Code, and training manuals.
- Ability to prepare correspondence, event sheets, sponsorship lists, volunteer hours, volunteer reports, weekly newsletter, work schedules, pamphlets, flyers, brochures, public service announcements, trip documentation, department activity reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Volunteer Coordinator

- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret marketing terminology and language.
- Ability to communicate effectively with media personnel, supervisor, co-workers, volunteers, external vendors, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in environments specific to assignment (e.g. animal shelter, etc.).
- Work may involve exposure to environmental variables specific to work assignment (e.g. animals, strong odors, noise extremes, wetness, humidity, weather extremes, temperature extremes, diseases, and bodily fluids).

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	HRIS Administrator	Class Number:	1053631
FLSA:	Exempt	Pay Grade:	14B
Dept:	Human Resources	Exhibit D	

Classification Function

The purpose of this classification is to provide both strategic and tactical leadership on Human Resources technology ensuring enablement and alignment with the broader business, Human Resource, and Information Technology initiatives.

Distinguishing Characteristics

This is a journey-level classification that is responsible for leading Human Resource Information System projects as well as developing the system to meet the functional needs of the County. This class works under direction of the Chief Talent Officer and collaborates closely with the County Information Technology department. Incumbents possess a solid understanding of application configuration, query, and report creation. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. This class requires extensive knowledge and/or experience of Enterprise Resource Planning systems, Human Resources, and business processes.

Essential Job Functions

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

- 20% +/- 10%
 - Leads in the overall creation of strategy, design, implementation, communication, delivery, and administration of Human Resource (HR)-related systems, solutions, and business analytics; provides strategic, functional, and technical leadership to drive the planning, development, implementation, and adoption of HR processes and tools; partners with HR staff and management and collaborates with Information Technology (IT) to ensure all processes support and are aligned with the County's overall organizational strategy; oversees the functional aspect of the system including ensuring delivery of new functionality and system enhancements, providing on-going escalated support of HR tools, ensuring functional governance of HR systems technology, and driving analytics/data reporting.
- 15% +/- 5%
 - Collaborates with and acts as liaison to the County IT Department's Enterprise Resource Planning (ERP) team for changes and improvements to the architecture, infrastructure, and interface development of the Human Resource Information System (HRIS); ensures delivery, documentation, and escalated support of organizational process configuration and integration/interfaces for both new functionality and enhancements; coordinates system testing with IT for ongoing system updates and patches; analyzes HR needs throughout the County for potential configuration changes; investigates innovative ways to improve the process of delivering solutions to HRIS users; delivers appropriate quality control over HR system including maintenance of test scenarios and appropriate execution of testing for various changes.

HRIS Administrator

15% +/- 5%

- Determines how to innovate through automation, process improvement and systems enhancements, while focusing on improved efficiencies and continuous improvement; collaborates with HR management to generate work plans and make recommendations for addressing business concerns within various HR functional areas.

10% +/- 5%

- Provides various HRIS support services; leads the design efforts for report and query needs within HR; integrates, tests, and designs queries and reports for implementation; responds to HR related system questions, errors, and malfunctions; troubleshoots system issues; provides maintenance and as-needed configuration changes and testing to system.

10% +/- 5%

- Performs analyses and tests HRIS computer system modules in functional areas including compensation, payroll, benefits, and training; performs troubleshooting, critical analysis and issue escalation to meet business needs and timelines; designs mechanism to perform audits to confirm accuracy and integrity of data; leads system data cleanup efforts.

10% +/- 5%

- Oversees user experience for the HRIS; monitors system adoption; collects and analyzes system user feedback; determines interfaces to maximize usability; facilitates and ensures the development of processes, tools, support materials, and trainings to maximize user system adoption; engages HR team members to ensure the appropriate change management plans are in place to support new, enhanced technology or functionality; provides necessary training to end-users to increase their effectiveness and ability to use HR systems and tools.

10% +/- 5%

- May serve as lead worker over other HR staff; may review work of other HR staff.

10% +/- 5%

- Performs related administrative responsibilities; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; serves as functional lead on special projects including upgrade of systems and applications; leads and participates in meetings and trainings regarding HRIS and Human Resource initiatives.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer information systems, software development, business administration or human resources with four (4) years of application support, report creation, workflow, and/or troubleshooting experience, including (2) years related to an ERP core human resources, employee benefits, time collection, performance and/or talent management (Human Resource Information Systems (HRIS)) Modules; 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, copier, fax machine, and calculator.

HRIS Administrator

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.

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 including the ability to audit, deduce, assess, conclude, and appraise. Requires the 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.
- Ability to comprehend a variety of informational documents including process flow charts, personnel records, payroll records, time sheets, benefits records, talent acquisition reports, HR reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including HRIS Manuals, computer software manuals, hardware manuals, Benefits Manual, collective bargaining agreements, Human Resource laws and regulations, Ohio Revised Code and County personnel policies and procedures manuals.
- Ability to prepare ERP and HRIS Queries, HRIS reports, process flow charts, program data forms, procedure manuals, department reports, training documentation, functional specifications, 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.
- Ability to advise and train others on application standards and other system and HRIS business related changes.
- Ability to use and interpret human resources and software development terminology and language.
- Ability to communicate effectively with senior HR management, management from external departments, IT department personnel, other County employees, and consultants.

Environmental Adaptability

- Work is typically performed in an office environment.

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