

# County Council of Cuyahoga County, Ohio

## Resolution No. R2022-0017

Sponsored by: <b>Councilmember Baker 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 January 6, 2022 the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through F) 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 Revised Classifications:

Exhibit A: Class Title: *Data Analyst*

Class Number: 16131  
Pay Grade: 9B/Non-Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2017.  
Updates were made to essential job functions, language, and  
formatting. A Technology Requirements section was added. No  
change to pay grade or FLSA status.

Exhibit B: Class Title: *Executive Officer*  
Class Number: 10201  
Pay Grade: 19A/Exempt (No change)  
\* PRC routine maintenance. Classification last revised in 2017.  
Updates were made to distinguishing characteristics, essential job  
functions, and language and formatting. A Technology  
Requirements section was added. No change to pay grade or FLSA  
status.

Exhibit C: Class Title: *Senior Supervisor, Mailroom (Manager, Mailroom)*  
Class Number: 10032  
Pay Grade: 9A/Non-Exempt  
\* PRC routine maintenance. Classification last revised in 2017.  
Updates were made to distinguishing characteristics, essential job  
functions, minimum qualifications, level of analysis, and language  
and formatting. A Technology Requirements section was added.  
Title changed from Senior Supervisor, Mailroom to Manager,  
Mailroom to reflect the multiple levels of supervision. Pay Grade  
increased from 7A to 9A. No change to FLSA status

**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.

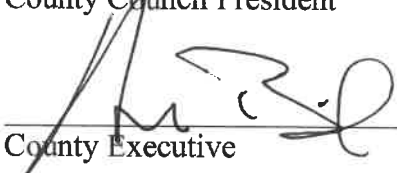
On a motion by Ms. Baker, seconded by Ms. Conwell, the foregoing Resolution was duly adopted.

Yeas: Conwell, Turner, Stephens, Simon, Baker, Miller, Sweeney, Tuma, Gallagher and Jones

Nays: None

  
\_\_\_\_\_  
County Council President

2/24/22  
Date

  
\_\_\_\_\_  
County Executive

2-25-22  
Date

  
\_\_\_\_\_  
Clerk of Council

2/24/22  
Date

First Reading/Referred to Committee: January 25, 2022

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

Legislation Amended in Committee February 1, 2022

Committee Report/Second Reading: February 8, 2022

Journal CC045

February 22, 2022

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Data Analyst	<b>Class Number:</b>	16131
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	9B
<b>Departments:</b>	Information Technology		

## Classification Function

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

## Distinguishing Characteristics

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

## Essential Job Functions

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

- 60% +/- 10%
  - Utilizes business intelligence software to develop reports, charts, dashboards, applications, and visualizations to support business decisions; prepares ad-hoc, monthly, quarterly, and/or annual data reports, dashboards, and visualizations for agency end users and management by writing and executing SQL code utilizing various reporting software programs; prepares presentations, spreadsheets, and graphics to present data and analyses results to end users; monitors and reviews data quality; solves data integrity problems and data-related issues; mines data from multiple data sources; cleans and reformats data; manipulates, analyzes, and interprets data using standard statistical tools and techniques; pinpoints trends, correlations, or patterns in complex data sets; prepares technical documentation including instruction and procedure manuals to assists users with understanding program applications; instructs and trains users in the operation and function of new and existing systems.
- 30% +/- 10%
  - Works with Information Technology (IT), agency end users, and/or analytics teams and participates in the design, testing, and implementation of analytic tools that support agency reporting and improve data collection and reporting strategies; inquires with IT management on system problems; researches corrective actions and recommends solutions; determines requirements for development of systems and modifications of existing systems; evaluates and recommends applicable techniques and programming packages; designs software solutions and system test procedures; performs testing and monitoring of system after changes.
- 10% +/- 5%
  - Performs supporting administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; keep current on industry trends and technologies; identify and recommend training needs to management; attends various trainings and meetings; conducts training for County employees on analytics related to software systems; provides technical support to agency end users and management.

## Data Analyst

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

- Bachelor's Degree in statistics, mathematics, computer science, business administration, or related field and one (1) year of data analytics experience; or an 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 office machines and equipment including a computer and multifunction printer.

#### Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), report generation software (SSRS), business intelligence software (Tableau, Power BI), , IT Service Desk software (Cherwell), relational database system software (Microsoft SQL Server, Oracle), Structured Query Language (T-SQL, PL/SQL), and other software.

#### Supervisory Responsibilities

- No supervisory responsibilities required.

#### Mathematical Ability

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

#### Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to utilize a variety of analytical tools, business intelligence tools, and database management systems.
- Ability to comprehend a variety of informational documents including data reports, analytic reports, technical literature, spreadsheets, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Administrative Code, Ohio Revised Code, and technical instruction manuals.
- Ability to prepare status reports, data reports, graphs, charts, statistical reports, visualizations, dashboards, user instruction and procedure manuals, correspondence, and other job-related

## Data Analyst

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 communicate with management, co-workers, end-users, and other County employees.

## Environmental Adaptability

- Work is typically performed in an office environment.

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

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Executive Officer	<b>Class Number:</b>	10201
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	19A
<b>Dept:</b>	Health and Human Services		

## Classification Function

The purpose of this classification is to plan, coordinate, direct, and monitor the operations of a County department or office within the HHS agency.

## Distinguishing Characteristics

This is a senior management level classification that reports directly to a Director of an HHS agency. Incumbents in this classification manage or assist with managing one of the major program divisions within the HHS agency. Incumbents participate as a member of senior management to assist in planning and coordinating agency service programs in the context of the overall human services system to ensure a variety of services are available to County citizens to meet their needs and/or to fulfill mandated functions at the state and federal level. These individuals oversee all work activities of their assigned department/office to accomplish the tasks and objectives of the department and have the responsibility of assisting with/establishing department objectives, policies, budget, and operations.

## 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%
- Plans, coordinates, directs, and monitors the operations of a County department or office within the HHS agency; plans, develops, and coordinates the department/office programs in conjunction with the Director and other key management staff; works to ensure that programs and services meet community needs, are in compliance with relevant federal, state, and county laws, regulations, policies, and procedures, and meet the agency's standards for quality service; monitors and evaluates individual service programs outcomes and effectiveness; researches, develops, recommends, and implements new and revised policies, procedures, best practices, and data collection and analysis in order to effect maximum operational efficiency and efficacy of programs and ensure compliance with applicable county, state, and federal requirements; provides interpretation and clarification of applicable policies and programs of the department for administrative and line staff, and other agencies, groups, and individuals in the community; oversees the development of new programs and initiatives in response to community needs; develops or coordinates the preparation of major departmental position papers and reports for internal staff, various boards, commissions, and/or councils.
  
- 20% +/- 10%
- Manages the department's fiscal operations, funding activities, and contractual services; directs and/or participates in the preparation of the department's annual budget for programs and services; monitors expenditures and recommends/makes budget adjustments to assist with achievement of desired outcomes; oversees service delivery, budget, expenditures, and evaluation of services on grant funded contracts; develops and/or reviews content for Request for Proposals (RFPs) and Request for Quotes (RFQs); manages contracted services including reviewing contract performance and making recommendations on system improvements; writes grant proposals and completes

## Executive Officer

ongoing communication with funders; completes paperwork and reports needed to apply for funding; reviews and approves invoices.

20% +/- 10%

- Supervises and directs the work of assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors department work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; responds to employee complaints and union grievances; recommends and acts on personnel actions including selection, promotion, transfer, discipline, or discharge.

20% +/- 10%

- Serves as the department's primary point of contact with federal, state, county, community, and other human service organizations, partners, stakeholders, and committees; coordinates, assists, and/or works in conjunction with management and administrative staff at partner agencies and public systems; presents at local and national conferences and meetings; serves on job-related boards and committees; participates in advocacy for programs at the state and federal levels; plans, oversees, and/or participates in communication campaigns and community events and initiatives.

10% +/- 5%

- Performs supporting administrative functions; completes paperwork and reports needed for audits; prepares information packets needed for meetings; stays current on issues related to social program planning, related regulations, community needs, and public and private community resources; stays current on the use of technology to improve program management and service delivery.

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

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

#### **Technology Requirements**



## Executive Officer

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), presentation software (Microsoft PowerPoint), and data management software (Microsoft Access, Peerplace, etc.).

## Supervisory Responsibilities

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

## Mathematical Ability

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

## Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including requests for information, requests for quotes, purchase orders, contracts, budget invoices, vendor invoices, productivity reports, program evaluation reports, various monthly, semi-annual, and annual reports, meeting agendas and minutes, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, the Ohio Revised Code, state guidelines for programs, department policies and procedures, and various other policies and procedures manuals.
- Ability to prepare annual and quarterly reports, budgetary recommendations and reports, management reports, contracts, Requests for Proposals (RFPs), press releases and statements, presentations, policies and procedures, performance evaluation forms, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage programs and people, to supervise and counsel employees, to convince and influence others, to negotiate, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, mental health, human services, and program-related regulatory terminology and language.

## Executive Officer

- Ability to communicate effectively with staff, directors, county employees, department administrators, service providers, state and federal agencies, media, liaisons from partner agencies, businesses, and organizations, civic leaders, local union officials, 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>	Manager, Mailroom	<b>Class Number:</b>	10032
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	9A
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to manage the overall operations of multiple mailroom facilities and to supervise lower-level mailroom supervisors and other staff in the distribution of mail to various County departments.

## Distinguishing Characteristics

This is a manager level classification. The employee is responsible for managing the daily operations of multiple mailroom facilities and overseeing the distribution of County mail and supervising lower-level mailroom supervisors and other assigned staff. This class requires the solution of operational, technical, administrative, and management problems related to mailroom facilities and operations. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties. This class is distinguished from the Supervisor, Mailroom in that it supervises the latter position, requires a higher level of experience, and has responsibility for overall management of the 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.**

- 45% +/- 10%
  - Directs the overall operations of multiple mailroom facilities; develops goals and objectives; evaluates delivery schedules and revises as necessary; coordinates mail and package pick-up times according to postal and delivery service schedules; manages the metering of mail; responds to customer service requests; operates equipment; collects and corrects mail for delivery from the post office; delivers and picks up mail from various departments; reviews contracts with outside vendors and oversees delivery of services; informs clerks and supervisors of any changes to processes; adds postage money to mailing machines; sorts mail for delivery; processes outgoing mail; maintains office supplies and mailing equipment inventory for mailroom; drives to County mail room locations to oversee operations.
- 40% +/- 10%
  - Supervises and directs the work of the Supervisor, Mailroom, Mail Clerks, and other assigned staff in the distribution of County mail to the various departments; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

## Manager, Mailroom

15% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; prepares, reviews and monitors mailroom budget reports; collaborates with the Fiscal Department to submit the section's bi-annual budget and to monitor budget expenses; submits mileage reports; responds to emails and phone calls; attends various trainings and meetings; updates postage rates; coordinates office machine maintenance agreements; prepares billings; prepares employee work schedules; maintains payroll for clerks; fills in for staff when there are absences.

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

- Associates degree or equivalent with three (3) years of mail processing experience, including one (1) year of related supervisory experience; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

### **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 office machines and equipment including a computer, multifunction printer, and postage meter machine.
- Ability to stand and walk for extended periods of time, ability to push, pull and lift up to 50 lbs., and ability to bend and twist.

#### **Technology Requirements**

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, 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.

Manager, Mailroom

### **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 established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including telephone messages, delivery schedules and route charts, time sheets, mobile control reports, mailing invoices, mail drop reports, billing invoices, time off requests, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, collective bargaining agreement, index codes, equipment manuals, and postal regulations.
- Ability to prepare performance appraisals, purchase requisitions, correspondence, budget reports, costing sheets, weekly schedules, mileage reports, time adjustment forms, mailing guidelines, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret basic accounting terminology and language.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to communicate effectively with supervisor, employees, external partner agencies, customers, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment and traveling between County buildings.
- Work may involve exposure to weather extremes, wetness, and humidity.

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