

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0257

Sponsored by: **Councilmember Baker on behalf of Cuyahoga County Personnel Review Commission**

A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan and declaring the necessity that this Resolution become immediately effective.

WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and

WHEREAS, 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 July 13, 2022, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through C) 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 Classifications:

Exhibit A: Class Title: *Supervisor, Payroll*
Number: 14031

Pay Grade: 11A/Exempt

Proposed Revised Classifications:

Exhibit B: Class Title: *Manager, Health & Human Services Training*
Class Number: 14054
Pay Grade: 15A/Exempt
* PRC routine maintenance. The Manager, HHS Training classification was supposed to be approved as a new classification so as to leave the existing Manager, Training as part of the class plan. However, it was completed as a revised classification and the error needs to be corrected.

Exhibit C: Class Title: *Manager, Witness Victim Services*
Class Number: 12061
Pay Grade: 15A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2018. Changes were made to essential job functions, language and formatting, and distinguishing characteristics. A Technology Requirements section was added. No change to pay grade or FSLA 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 Mr. Schron, the forgoing Resolution was duly adopted.

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

Nays: None



County Council President

10/3/22
Date



County Executive

10-5-22
Date



Clerk of Council

10/3/22
Date

First Reading/Referred to Committee: August 2, 2022

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

Journal CC047
September 28, 2022

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Payroll	Class Number:	14031
FLSA:	Exempt	Pay Grade:	11A
Dept:	Fiscal Office	EXHIBIT A	

Classification Function

The purpose of this classification is to oversee and perform the day-to-day functions of County payroll operations in the Fiscal Office and supervise payroll staff.

Distinguishing Characteristics

This is a supervisor-level classification with responsibility for supervising payroll staff and assisting the Manager, Payroll with County payroll operations. This position involves overseeing and reviewing the work of the payroll staff and completing, reviewing, and verifying payroll related information so that payroll is timely, accurate, and complies with local, state, and federal regulations. This class works under general direction from the Manager, Payroll but exercises discretion in applying established procedures to resolve payroll issues. The incumbent promotes the efficiencies of the payroll department, recommends and incorporates process improvements, and ensures that projects meet time and quality objectives.

Essential Job Functions

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

- 40% +/- 10%
- Performs and supervises payroll operations in compliance with County policy and departmental procedures and schedules; establishes and enforces deadlines to ensure timely, consistent, and accurate payroll delivery; processes payroll transactions; oversees the updating of computerized payroll information in preparation for closing the payroll cycle; performs maintenance on payroll tables; prepares validation and pre-register reports; verifies accuracy of payroll register; coordinates with agency Payroll Officers regarding system changes (i.e., tax rates, Ohio Public Employees Retirement System (OPERS) rate changes, etc.); enters payroll changes received from Payroll Officers into the database; validates general deductions and separation payments to ensure amounts calculated are correct; coordinates with banks to set up direct deposit for employees; answers phone inquiries from county employees to answer their payroll process questions; assists with the development and implementation of payroll department policies and procedures.
- 20% +/- 10%
- Supervises the updating of computerized payroll information to ensure accurate payroll delivery; validates changes and updates to payroll records (including new hires, terminations, pay rate changes, direct deposit remittances, address changes, tax rate changes, etc.); verifies that all payroll changes made by agency Payroll Officers have proper documentation; makes changes to existing deferred compensation deductions or adds new deductions in accordance with employee requests and County policy; reviews reports generated by the payroll system when changes are made to ensure that the changes are correct and that they appear correctly across the payroll database; researches variances and corrects errors based on research; reports payroll processing and system issues to prevent errors and inaccuracies; works with IT department to identify system errors and recommend solutions.

20% +/- 10%

Effective Date: TBD
Last Modified: TBD

Supervisor, Payroll

- Supervises and directs the work of Senior Payroll Officers and other 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 unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Performs payroll data reconciliation; performs reconciliation of data in the payroll system with other modules in the accounting system (e.g., the general ledger, accounts payable, etc.) and vendor systems; reviews, analyzes, and verifies data for accuracy by generating reports in the system and comparing information to ensure that amounts recorded in the different modules tie; researches variances and corrects errors based on research.

5% +/- 2%

- Oversees, prepares, and updates a variety of reports and spreadsheets containing tax and benefits information; assists Manager, Payroll with preparation of monthly, quarterly, and end-of-year reports for tax authorities; creates, balances, prints, and distributes employee W-2 forms annually.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business, accounting, finance, computer science, or a related field with three (3) years of experience in payroll, accounting, fiscal, or budget administration experience, employee benefits, or accounting; 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 and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), enterprise management system software (Infor Lawson), and database software.

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.

Supervisor, Payroll

- Ability to recommend discipline or discharge of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including employee attendance records, payroll files, maintenance files, personal checks, dependent care reports, deduction warrant checks, deferred compensation files, computer mainframe files, garnishment files, and pension information.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, department policies and procedures, Ohio Revised Code, OPERS handbook, union contracts, and a variety of related websites and contracts regarding tax regulations and garnishment deduction regulations.
- Ability to prepare spreadsheets, memos, various payroll and tax forms, transmittals, transactions, a large variety of monthly, quarterly, and annual reports required for reporting purposes, responses to public information requests, receipts, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting and related legal terminology and language.
- Ability to communicate with supervisor, staff, Payroll Officers, other County employees, and employees from outside agencies and businesses.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Training	Class Number:	14054
FLSA:	Exempt	Pay Grade:	14A
Departments:	Human Resources and Human Services	EXHIBIT B	

Classification Function

The purpose of this classification is to manage, coordinate and implement County training programs and initiatives.

Distinguishing Characteristics

This is a management level classification, with responsibility for overseeing technical operations and developing and conducting training programs. This class recommends, develops, integrates, administers, and evaluates policies, procedures, and standards required to provide related services. The classification is responsible for ensuring that training programs and activities are completed in a timely, effective, and efficient manner according to procedures, rules, regulations, laws and ordinances. This classification oversees lower-level training officers.

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%
- Manages County training programs and initiatives; develops and coordinates training and educational development programs; coordinates and facilitates training programs such as new employee orientation, sexual harassment, ethics, etc.; develops an annual calendar of training and development opportunities including references to external opportunities; maintains training materials; produces training materials and manuals; organizes the use of training materials including e-learning; manages training materials; ensures that statutory training requirements are met; conducts training needs assignments; amends and revises training programs as needed; helps line managers or solve specific training problems, either one-to-one or in groups; develops and maintains training budget.
- 25% +/- 10%
- Administers training program activities; identifies and determines training and development needs; plans and develops training programs to meet those needs; implements training programs; compiles training evaluation results; reviews evaluations with staff and forwards results to supervisor.
- 25% +/- 10%
- Develops and manages County performance appraisal process.
- 15% +/- 10%
- Manages, leads and motivates lower-level training personnel; assigns and reviews work; evaluates employee performance; responds to employee complaints; provides instruction and feedback; trains instructors and supervisors in techniques and skills for training and dealing with employees).

Manager, Training

10% +/- 5%

- Performs public relations duties; represents training department at various meetings and conferences; provides technical assistance and consultation to departments regarding training needs; delivers speeches and prepares correspondence.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in education or human resources with nine years (9) of training experience including three 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

- Ability to operate a variety of automated office machines including personal computer, fax, printer, calculator, copier, etc.
- Ability to operate audio-visual equipment.

Supervisory Responsibilities

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

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 employment applications, résumés, job audit forms, classification specifications, training literature, training plans, performance evaluations and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policies and procedures, State regulations and training manuals.

Manager, Training

- Ability to prepare memos, correspondence, training proposals, training needs analysis, training budgets, monthly reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret education, legal, counseling and personnel terminology and language.
- Ability to communicate effectively with department supervisors, training personnel, consultants, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Witness Victim Services	Class Number:	12061
FLSA:	Exempt	Pay Grade:	15A
Dept:	Public Safety & Justice Services	EXHIBIT C	

Classification Function

The purpose of this classification is to manage all programmatic, service, and administrative components of the Witness Victim Service Center and the Family Justice Center.

Distinguishing Characteristics

This is a management classification with responsibility for managing and controlling the functions of the Witness Victim Service Center and the Family Justice Center. This class works under administrative direction from the Deputy Director, and requires the analysis and solution of operational, technical, administrative, and management problems. The incumbent exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 25% +/- 10%
- Manages all programmatic, service, and administrative components of the Witness Victim Service Center and the Family Justice Center; develops and implements new division programs and services to meet identified needs or accomplish established service delivery goals; manages activities, trainings, and programs; analyzes and evaluates policies and procedures; researches current best practices; develops new policies and procedures and revises current policies and procedures; reviews and evaluates service delivery to clients to identify accomplishments and deficiencies; works with budget officers and department administrators to monitor and approve expenditures of division budget and upcoming contracting needs; ensures client satisfaction and with provision of services; oversees the development and maintenance of an online case management system; manages partner agency relationships for the Family Justice Center.
- 15% +/- 10%
- Supervises and directs the work of Witness Victim Service Center and Family Justice Center employees and other 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; provides case consultation; 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.
- 15% +/- 10%
- Serves as a point of contact for all cases involving suspected child abuse or neglect within the services provided by the Department; provides consultation to assigned advocate or staff on cases where referral might be needed to the Division of Children and Family Services.

Manager, Witness/Victim Services

15% +/- 10%

- Manages various special grant funded projects; develops and implements new division programs and services to meet identified needs or accomplish established service delivery goals; serves as site coordinator for various federally funded initiatives; fulfills all grant planning and management requirements including writing applications, completing and submitting reports, and participating in site visits; provides consultative assistance in preparations of grant proposals; assists with the preparation and monitoring of contracts.

15% +/-10%

- Functions as a liaison with various community agencies and organizations; works with police departments, courts, nonprofit partners, probation officers, witnesses and victims of crime, magistrates, and judges in the provision of services; serves on various committees and task forces; coordinates community outreach among networking agencies; works directly with victims of crime to resolve concerns or questions about services.

15% +/-10%

- Performs related administrative duties; prepares various reports, records, statistics, and other documents; responds to emails and phone calls; attends various trainings, meetings, and conferences; assists in the preparation of presentations.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in social work, social administration, legal studies, criminal justice, criminology, sociology, or psychology, and must be licensed in the State of Ohio as a Social Worker, Independent Social Worker, Psychologist, Psychiatrist, Marriage and Family Therapist, Independent Marriage and Family Therapist, Counselor, or Licensed to Practice Law in the State of Ohio with six (6) years of criminal justice, social work, counseling, or legal experience including three (3) years of supervisory experience; or any equivalent combination of education, training, and experience.
- Valid Ohio driver license, proof of automobile insurance, and access to a vehicle.
- Must be an Ohio Revised Code Child Abuse Mandated Reporter.

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 word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and database software (Access, Advocate Information Systems).

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.

Manager, Witness/Victim Services

- 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, and perform routine 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 employment applications, performance evaluations, requests for leave, attendance records, travel requests, budget forecasts, annual budgets, inventory reports, billing invoices, financial reports, correspondence, case files, operational data, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, criminal, domestic, juvenile, and civil codes and regulations, treatment and advocacy publications, Violence Against Women Act, Victims' Rights laws, Family Justice Council (FJC) Guidelines, and the Ohio Revised Code.
- Ability to prepare employee performance evaluations, monthly, annual, and semi-annual statistical reports, grant applications, statistical reports, correspondence, purchase orders, contracts, 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 employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal, counseling, medical, and accounting terminology and language.
- Ability to communicate effectively with directors, supervisors, other County employees, federal and state officials, police, judges, court personnel, probation officers, and victims of crime, and outside agencies.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to varying levels of violence and disease/bodily fluids.

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.

Effective Date: 05.24.2017
Last Modified: 05.31.2018