

SUMMIT COUNTY
HUMAN RESOURCE COMMISSION

06 305

Nancy L. Wilson, Chairperson
Joel D. Bailey, Member
Richard E. Dobbins, Member

Lisa Okolish Miller, Director

ORDER

Date: June 12, 2006

Order #: 06-05

Whereas the Human Resource Commission met in a public meeting at 11:30 a.m. on Monday June 12, 2006 to address a request from the Prosecutor to; create two(2) new classifications for the child Support Enforcement Agency;

1. Classified classification of 'Service contract Coordinator'
2. Classified classification of 'Legal Research Analyst'

Whereas the Human Resource Director reviewed the request and recommended the following action;

Two (2) new classifications be created;


Whereas the Human Resource Commission conducted a full discussion of the proposed recommendation and heard testimony from Donna George of the Child Support Enforcement Agency;

Whereupon a motion was entered by Richard Dobbins and seconded by Nancy Wilson to approve the creation of the above mentioned two (2) classifications for the Prosecutor.

A roll call vote was taken as follows:

N. Wilson	Aye
J. Bailey	Aye
R. Dobbins	Aye

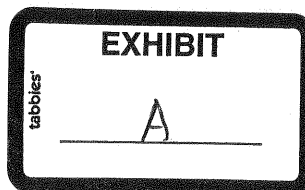
The motion carried.



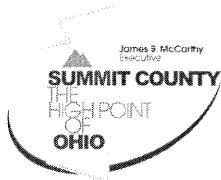
Lisa Okolish Miller, Director HRC

Cc: Sherri Bevan Walsh, Prosecutor
Leonard Foster
Dave Hannan
Wayne Vetter

Edward Harshbarger
Donna George
Anita Davis



175 South Main Street Room 103
Akron, Ohio 44308



06 305 COUNTY OF SUMMIT
CLASSIFICATION SPECIFICATION

EXHIBIT B

An Equal Opportunity Employer

TITLE: Service Contract Coordinator (CSEA)
CODE: 29730

JOB RESPONSIBILITIES: Under direction; coordinates service contracts for the agency; prepares, reviews and monitors service contracts to ensure maximum funding sources.
Performs other related duties as required.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below.

A four (4) year degree in accounting, finance or related discipline and three(3) years experience in a governmental accounting position.

NOTE: An employee will be subjected to the normal hazards associated with working in an office environment. May be required to have a valid State of Ohio vehicle operator's license.

%	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification).	KNOWLEDGE, SKILLS, AND ABILITIES necessary to perform duties (*Indicates developed after employment).
60	(1) Serves as primary contact person for all service providers; contracts for the agency on an ongoing basis; reviews provider contracts, budgets for allowable expenditures and program compliance; prepares contract documentation for signatures; tracks and monitors all current contracts (e.g. renewal, fiscal data, fund usage, invoices, etc.) Ensures maximum fund utilization (e.g. eligibility status, validity documentation, etc.); recommends and/or implements corrective actions as needed; assists in the development of agency policies and procedures.	Comprehensive knowledge of (a) governmental accounting, (b) data processing techniques and spread sheets, (c) department polices and procedures*, (d) government structure and process, (e) agency, state and federal rules and regulations, (f) budgeting; ability to (g) define problems, collect data, establish facts and draw valid conclusions, (h) calculate fractions, decimals and percentages, (i) prepare meaningful, concise and accurate documentation, (j) gather, collate, classify and analyze data, (k) work alone on most tasks, (l) communicate effectively in written and oral form, (m) develop and maintain good rapport with service providers and service users (e.g. official, management, etc).
25	(2) Serves as liaison between the agency and all service providers (e.g. new, renewals, invoice payments, etc.); acts as contact person with Federal , State and inter-county and intra-county entities related to service availability;; provides technical assistance to service providers to ensure compliance with contract	

Date Adopted:
Date Revised:

COUNTY OF SUMMIT
CLASSIFICATION SPECIFICATION

An Equal Opportunity Employer

TITLE: Services Contract Coordinator (CSEA)
CODE: 29730

% **ILLUSTRATIVE DUTIES:** (The duties listed **KNOWLEDGE, SKILLS, AND ABILITIES**
of below are intended to depict tasks performed by necessary to perform duties (*Indicates
time this classification). developed after employment).

and state and local agencies regulations and requirements.

10 (3) Establishes and maintains working and archival filing systems; prepares documentation related to job functions (e.g. records, reports, contract status, evaluations, etc.)

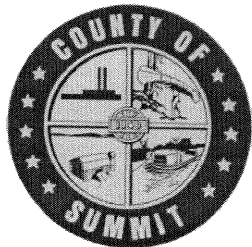
5 (4) Attends meetings, conferences and training sessions to enhance self-knowledge of present and future program utilization.

EXHIBIT C

06 305

New non-exempt classified Classification of Service Contract Coordinator (CSEA) for the Summit County Prosecutor classification control number 25730; allocation to the Summit County Compensation Plan Category 2, Grade 5

	<u>Minimum</u>	<u>Mid-point</u>	<u>Maximum</u>
Annual	33,841.60	40,601.60	47,361.60
Bi-Wkly	1,301.60	1,561.60	1,821.60
Hourly	16.27	19.52	22.77



COUNCIL

Legislative Summary Sheet
Council Office
175 South Main Street
Akron, OH 44308
330.643.2725 phone
330.643.2531 fax

06 305

Subject: Approving the classification, classification specification and salary schedule for the non-bargaining, classified position of Service Contract Coordinator.

Elected Official/Agency: Prosecutor /Child Support Enforcement Agency

Department/Agency Contact: Donna George Telephone: (330) 643-2576

Council District(s): N/A.

History/Background: The position enable employees to be placed in proper classification according to job duties. The HRC approved the classification at its June 12, 2006 meeting, as stated in Order No. 06-05.

Financial Information: N/A.

Prior Approvals/Recommendations: The HRC approved the classification at its June 12, 2006 meeting, as stated in Order No. 06-05.

Evaluation: N/A.

Other: N/A.

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