

Classification Plan

Delaware County Board of Developmental Disabilities

Board Review Date: May 19, 2011
Board Resolution #: 11-05-09
Effective Date: May 20, 2011
Next Review Date: May 2012
Reviewing Department: Administration

In accordance with Section 5126.22 of the Ohio Revised Code and the Department of Labor, Division of Wage and Hour, the following are the classifications for indicated positions within the Delaware County Board of Developmental Disabilities.

Executive (Exempt)

The Superintendent is the Chief Executive Officer appointing authority for all employees, has authority to expend funds within the Board's approved budget and to enter into contracts of \$25,000 or less. The Superintendent must hold a valid Superintendent's Certificate from the Ohio Department of Developmental Disabilities.

Executive – Department Head (Exempt)

These are positions that supervise major program departments or administer agency-wide operations. These employees oversee budgets, approve personnel or financial actions and/or supervise employees. These individuals do not routinely provide direct instruction or supervision to individuals enrolled for service. All individuals hired after 1988 will be employed under a management contract. All management employees must be paid a salary of at least \$455 per week or \$23,660 annually based on full-time schedules. (*See certification footnote keys.*)

Administrative Assistant/Human Resources

Director of Support Administration (Family Support, Transition and Adult) (1)

Preschool Supervisor (1 & 6)

Supervisor of Transportation Services (8)

Director of Information Systems

Director of Early Intervention (2)

Coordinator of Early Intervention (2)

Director of Administrative Operations (1)

Family & Children First Coordinator (part-time; hired/supervised by Family & Children First Council)

Executive employees are unclassified under Ohio Department of Administrative Service and employment conditions are defined in an individual employment contract.

Professional Positions (Exempt)

These are positions that require at least a Bachelors or professional license with additional training and knowledge. These professionals routinely assess client service needs, develop and manage service plans and authorize contracted services. All professional employees must be paid

a salary of at least \$455 per week or \$23,660 annually based on full-time schedules. Professional employees are classified under Ohio Department of Administrative Service.

- Early Intervention Specialists (2)
- Preschool Teachers (5)
- Support Administrators (3)
- Registered Nurse (9)
- Communications Coordinator (5)
- Medicaid Manager (3)
- Investigative Agent (3)

Administration Support (Non-Exempt)

These positions include non-management employees who perform office operations or specialized administrative functions related to management policies or general business operations of a major program department. These employees will deal with confidential information. There is no special certification or license required by the State of Ohio for these positions. Administrative employees are classified under Ohio Department of Administrative Service.

- Office Managers
- Information Technology
- Records Librarian
- Intake Coordinator
- Provider Coordinator
- Transportation Assistant (8)
- FDR Liaison
- Fiscal Support
- Data Entry Clerk
- HMG Liaison - Associates Degree (9)

Registered Position (Non-Exempt)

These are positions that provide specific service or implement service plans under the supervision of professional or management employees. These positions do require a license or certification to perform their duties. Registered employees are classified under Ohio Department of Administrative Service.

- Paraprofessional (Classroom Assistants) (7)
- Vehicle Operators (Bus and Van drivers) (8)

Certification Footnotes

1. Management - Ohio Department of Developmental Disabilities
2. Early Intervention - Ohio Department of Developmental Disabilities
3. Professional - Ohio Department of Developmental Disabilities
4. Registered - Ohio Department of Developmental Disabilities
5. Teaching Certification - Ohio Department of Education
6. Supervisor/Principal - Ohio Department of Education
7. Paraprofessional - Ohio Department of Education
8. Ohio Commercial Driver's License
9. Professional license from the appropriate Ohio licensing board