



## BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 10/15/2024

*\*= Mandatory, information must be provided*

Click or tap the boxes to enter text. If not applicable, indicate "N/A".

**\*Title:**

Classification and Compensation Matters - New Job Classifications

**\*Introduction/Background:**

The Human Resources Department has created three new job classifications to be added to our Classification System.

**\*Discussion:**

The new job classifications are:

	Job Title	User Department
1.	Psychologist Sheriff's Department	Sheriff's Department
2.	Public Health Evaluation Scientist	Health Department
3.	Facilities Safety Manager	Regional Wastewater Reclamation Department

**\*Conclusion:**

The proposed new job classifications will provide an accurate description of the work assigned to these positions within the user department. Furthermore, the proposed new job classifications have been assigned salary grades appropriate to the body of work inherent to the positions and the qualifications required to perform it.

**\*Recommendation:**

It is recommended the following job classifications be approved for use within the County's classification system:

Class Code: 2063, Class Title: Psychologist Sheriff's Department, Pay Grade: 20, Salary Range: \$117,545 - \$176,318, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 2066, Class Title: Public Health Evaluation Scientist, Pay Grade: 17, Salary Range: \$80,508 - \$112,711, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 2065, Class Title: Facilities Safety Manager, Pay Grade: 15, Salary Range: \$66,536 - \$93,150, EEO Code: 1 (Officials and Administrators), FLSA Code: Exempt (not paid overtime).

**\*Fiscal Impact:**

The creation of these new classifications has no immediate cost impact to the County as any additional costs incurred in hiring a position allocated to these classifications will be borne by the user department from within its current budgets. Cost impact in future budget years will be planned for by the user department through the County's normal budget process.

**\*Board of Supervisor District:**

1     2     3     4     5     All

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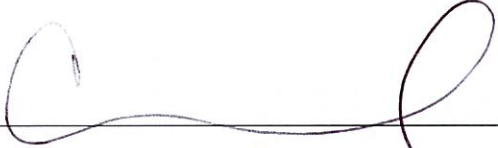
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Department Director Signature: \_\_\_\_\_



Date: \_\_\_\_\_

9/25/2024

Deputy County Administrator Signature: \_\_\_\_\_



Date: \_\_\_\_\_

County Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

9/25/2024



## 2063 – Psychologist – Sheriff’s Department

### IDENTIFICATION

### JOB SUMMARY

#### *CLASSIFICATION CODE*

2063

#### *TITLE*

Psychologist – Sheriff’s Department

#### *STRUCTURE AND GRADE*

20

#### *FLSA STATUS*

Exempt

Serves as advisor and clinical psychological specialist to the Pima County Sheriff’s Department staff at all levels by providing a variety of professional psychological services. This is a classification in the unclassified service and is exempt from the Merit System Rules.

### ESSENTIAL FUNCTIONS

As defined under the Americans with Disabilities Act, this classification may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class. Work assignments may vary depending on the department’s need and will be communicated to the applicant or incumbent by the supervisor.

- Provides routine and emergency clinical psychological services to Sheriff’s Department employees and their immediate families by providing counseling, consultation and referral services;
- Provides psychological expertise to departmental hiring processes by participating in the Executive Review process and conducting psychological evaluations;
- Provides departmental command and management staff with psychological consultative services relative to personnel and disciplinary issues, to include psychological screening for specialized assignments;
- Develops, and serves as clinical advisor to, the Department Peer Support Program and the Critical Incident Stress Management Program, including participation in the selection and training of new members for each;
- Administers the daily operations of the department’s Wellness Section by attending meetings, addressing budgetary issues, maintaining records and submitting reports;
- Develops, presents and evaluates departmental training, both at the recruit and the in-service levels;
- Develops and presents workshops to department employees in order to increase mental/emotional well-being, enhance performance, strengthen team interaction, etc.;
- Participates as a member of the Department Hostage Negotiation Team;
- Advises department personnel on psychological issues related to citizen behavior in the field;
- Consults with and advises criminal investigators regarding motivation, symptomology, behavior predictions and related psychological subjects related to criminal cases;
- Designs, conducts and documents behavioral research;
- Maintains liaison with other agencies, institutions and organizations involved in the delivery of psychological services;
- Maintains security and confidentiality of information created or encountered in the performance of assigned duties;
- Maintains records and submits routine, periodic and special reports, studies and analyses.



## 2063 – Psychologist – Sheriff’s Department

### MINIMUM QUALIFICATIONS

An earned Ph.D. degree in psychology from an accredited college or university and three years of postdoctoral experience as a consultant to a law enforcement or governmental agency or as a police psychologist.

#### LICENSES AND CERTIFICATES

All positions require possession of either a current, valid Arizona license granted by the Board of Psychological Examiners to practice Psychology in the State of Arizona [ARS 32-2061 et seq] or an equivalent valid license granted by another state or U.S. Territory, at the time of appointment. If an equivalent license is held at the time of appointment, the employee must obtain a valid Arizona License within one year of date of hire. Maintenance of a current Arizona license to practice psychology is a condition of employment. Some positions require a valid Arizona Class D driver license at the time of application. Failure to obtain/maintain the required licensures shall be grounds for termination.

#### SPECIAL NOTICE ITEMS

All positions require satisfactory completion of a personal background investigation by law enforcement agencies for initial appointment and continuing employment, due to need for access to law enforcement, correction and detention facilities, records, and associated confidential and sensitive information, documents, communications and database systems. Per ARS 32-2074D, employee must satisfy the continuing education requirements established by the Board of Psychological Examiners. Department of Labor Regulation CFR Part 1910.1030 requires notification that this classification may have a moderate risk of exposure to blood borne pathogens. Employee medical screening prior to, and during, employment may be required to assure employee safety.

#### SELECTION PROCEDURE

Pima County Human Resources Department reserves the right to admit to the selection process only those candidates that meet the minimum qualifications. All applications will be assessed based on an evaluation of the listed education and experience. The hiring authority will interview and select the successful candidate from a referral list provided by Human Resources. Additional assessments/testing may be required as part of the selection process.

#### EEO INFORMATION

**Pima County Government is an Equal Employment Opportunity employer.** We are committed to an inclusive and diverse workforce and will not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, age, disability, gender, sexual orientation, kinship, political interest, or any other characteristic protected by law.

#### PHYSICAL / SENSORY WORK REQUIREMENTS

Physical and sensory abilities will be determined by position.

#### WORKING CONDITIONS

Working conditions will be determined by position.



## 2066 – Public Health Evaluation Scientist

### IDENTIFICATION

### JOB SUMMARY

#### *CLASSIFICATION CODE*

2066

#### *TITLE*

Public Health Evaluation Scientist

#### *STRUCTURE AND GRADE*

17

#### *FLSA STATUS*

Exempt

The Public Health Evaluation Scientist conducts research and analysis in public health, focusing on understanding health issues, disease patterns, and the effectiveness of health interventions. This role involves contributing to the design and implementation of research studies, analyzing data, and collaborating with various stakeholders to support improved public health outcomes. This is a classification in the unclassified service and is exempt from the Merit System Rules.

### ESSENTIAL FUNCTIONS

As defined under the Americans with Disabilities Act, this classification may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class. Work assignments may vary depending on the department's need and will be communicated to the applicant or incumbent by the supervisor.

- Assists in the design, planning, and conducting of evaluation and when appropriate, research studies on public/population health issues, including disease patterns, health interventions, and potential health risks;
- Collects, manages, and analyzes multiple data sources using statistical software to identify trends and outcomes in public and population health, as well as the intersection of health care and public health, contributing to recommendations and guidance for decision-making processes;
- Works with cross-functional teams, including but not limited to epidemiologists, biostatisticians, health care systems representatives, and public health officials, to help develop and implement health programs and policies;
- Ensures compliance with local, state, and federal regulations for all evaluation and research activities, working within the guidelines of regulatory bodies such as the FDA and Institutional Review Boards as needed;
- Prepares reports and contribute to presentations and publications on methodologies, data sets, outcome findings as well as public health recommendations and actions for stakeholders;
- Assists in writing and submitting grant proposals to support funding for public health evaluation and/or research projects;
- Provides consultation and input to county management and other stakeholders on evaluation and/or research studies and findings within the scope of public and population health;
- Supports the delivery of presentations to public health experts, county officials, and the community, helping interpret evaluation and/or findings for use by others;
- Contributes to identifying gaps in available scientific information and proposes potential studies to generate necessary data;
- Collaborates on scientific research studies with countywide relevance and public/population health policy impact;
- Informs policy issues related to public and population health science.



## 2066 – Public Health Evaluation Scientist

### MINIMUM QUALIFICATIONS

A Master's degree from an accredited college or university in Public Health, Biology, Epidemiology, Biochemistry, or a closely related field, as determined by the department head at the time of recruitment **AND** three (3) years of experience in public health research or a related field, with a proven track record of conducting evaluation studies and publishing research findings.

(Relevant experience and/or education from an accredited college or university may be substituted.)

### LICENSES AND CERTIFICATES

### SPECIAL NOTICE ITEMS

Some positions require a valid Arizona Class D driver license at the time of application or appointment. Failure to maintain the required licensure shall be grounds for termination.

### SELECTION PROCEDURE

### EEO INFORMATION

Pima County Human Resources Department reserves the right to admit to the selection process only those candidates that meet the minimum qualifications. All applications will be assessed based on an evaluation of the listed education and experience. The hiring authority will interview and select the successful candidate from a referral list provided by Human Resources. Additional assessments/testing may be required as part of the selection process.

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### PHYSICAL / SENSORY WORK REQUIREMENTS

### WORKING CONDITIONS

Physical and sensory abilities will be determined by position.

Working conditions will be determined by position.



## 2065 – Facilities Safety Manager

### IDENTIFICATION

### JOB SUMMARY

#### *CLASSIFICATION CODE*

2065

#### *TITLE*

Facilities Safety Manager

#### *STRUCTURE AND GRADE*

15

#### *FLSA STATUS*

Exempt

The Facilities Safety Manager manages the development, implementation and evaluation of a department's comprehensive safety program. Incumbents within this classification provide direct supervision of professional and support staff and reports to the Department Director or Deputy Director.

This classification is in the unclassified service and is exempt from the Pima County Merit System Rules.

### ESSENTIAL FUNCTIONS

As defined under the Americans with Disabilities Act, this classification may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class. Work assignments may vary depending on the department's need and will be communicated to the applicant or incumbent by the supervisor.

- Manages the development, implementation and evaluation of a comprehensive safety program;
- Supervises safety audits performed by staff and accident investigations for County departments to determine root cause and possible loss prevention solution;
- Develops and presents safety-related training for managers and supervisors;
- Establishes and maintains liaison relationship with State of Arizona, Occupational Safety and Health Administration (ADOSH) and others concerning industrial safety and environmental exposures;
- Assists departmental management and employees in implementing new or revised safety requirements as required by new or revised rules, regulations or best practices and in developing and conducting training sessions for County employees regarding safety procedures and applicable rules and regulations;
- Analyzes various safety, loss prevention and risk management professional guidelines and documents to ensure that the County safety procedures are in compliance;
- Identifies and prioritizes training needs, programs or strategies in response to departmental requirements;
- Develops questionnaires or surveys to determine training requirements, effectiveness of training provided and cost-effective means to deliver required training;
- Manages provision of initial, recurring and special needs training of employees in technical and related topics;
- Manages facility and employee security and emergency response plans;
- Oversees the cost-effective utilization of technology and best practices to protect County infrastructure;
- Provides audits, training and planning for all security & emergency response activities.



## 2065 – Facilities Safety Manager

### MINIMUM QUALIFICATIONS

(1) A Bachelor's Degree from an accredited college or university with a major in public or business administration, occupational safety, environmental health, industrial hygiene or a related field as determined by the department head at the time of recruitment **AND** four years of related professional experience, **INCLUDING** two years of direct supervisory experience.

**OR:**

(2) Four years of experience with Pima County in a facilities/safety management or closely-related position as determined by the department head at the time of recruitment.

(Relevant experience and/or education from an accredited college or university may be substituted.)

### LICENSES AND CERTIFICATES

### SPECIAL NOTICE ITEMS

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### SELECTION PROCEDURE

### EEO INFORMATION

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### PHYSICAL / SENSORY WORK REQUIREMENTS

### WORKING CONDITIONS

Capacity to work for extended periods, often standing and walking. Occasionally climb ladders and stairs for equipment and facilities inspections. Other physical and sensory abilities will be determined by position.

May visit construction sites and/or facilities involving uneven/remote terrain, chemicals and heavy machinery. May require use of PPE including helmets, gloves, or safety glasses during inspections/fieldwork. May work in different weather conditions, including extreme temperatures. Other working conditions will be determined by position.