BOARD OF SUPERVISORS AGENDA ITEM REPORT

*= 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 24 new job classifications to be added to our Classification System for the Information Technology Department. These new classifications are a direct result of the Information Technology Department's planned department restructure, to better align the job classifications with the duties that are being performed. The Information Technology Department's restructure plan has been approved by the County Administrator, pending the Board's approval of these additional job classifications.

*Discussion:

The new job classifications are for the Information Technology Department and are as follows:

Job Title
1. Data Center Engineer I
2. Data Center Engineer II
3. Data Center Engineer III
4. Database Administrator I
5. Database Administrator II
6. Database Administrator III
7. Enterprise Infrastructure Engineer I
8. Enterprise Infrastructure Engineer III
9. Geographic Information Systems Analyst III
10. Information Technology Network Engineer I
11. Information Technology Network Engineer II
12. Information Technology Network Engineer III
13. Information Technology Support Supervisor
14. Security Analyst
15. Security Engineer I
16. Security Engineer II
17. Security Engineer III
18. Software Developer
19. Software Engineer I
20. Software Engineer II
21. Software Engineer III
22. System Administrator I
23. System Administrator II
24. System Administrator III

7/14/2021

*Conclusion:

The proposed new job classifications will provide a more concise structure and description of the work assigned to these positions within the department. Furthermore, the proposed new job classifications have been assigned salary grades appropriate to the body of work inherent to each position and the qualifications required to perform it.

*Recommendation:

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

Class Code: 6038, Class Title: Data Center Engineer I, Pay Grade: 16, Salary Range: $73,189 - $102,465, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 6039, Class Title: Data Center Engineer II, Pay Grade: 17, Salary Range: $80,508 - $112,711, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 6040, Class Title: Data Center Engineer III, Pay Grade: 18, Salary Range: $88,881 - $133,321, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 6041, Class Title: Database Administrator I, Pay Grade: 14, Salary Range: $60,487 - $84,682, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 6042, Class Title: Database Administrator II, Pay Grade: 16, Salary Range: $73,189 - $102,465, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 6043, Class Title: Database Administrator III, Pay Grade: 18, Salary Range: $88,881 - $133,321, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 6044, Class Title: Enterprise Infrastructure Engineer I, Pay Grade: 16, Salary Range: $73,189 - $102,465, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 6045, Class Title: Enterprise Infrastructure Engineer III, Pay Grade: 18, Salary Range: $88,881 - $133,321, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 6046, Class Title: Geographic Information Systems Analyst III, Pay Grade: 17, Salary Range: $80,508 - $122,711, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 6047, Class Title: Information Technology Network Engineer I, Pay Grade: 16, Salary Range: $73,189 - $102,465, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 6048, Class Title: Information Technology Network Engineer II, Pay Grade: 17, Salary Range: $80,508 - $112,711, EEO Code: 2 (Professionals)FLSA Code: Exempt (not paid overtime).

Class Code: 6049, Class Title: Information Technology Network Engineer III, Pay Grade: 18, Salary Range: $88,881 - $133,321, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 6050, Class Title: Information Technology Support Supervisor, Pay Grade: 17, Salary Range: $80,508 - $112,711, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 6051, Class Title: Security Analyst, Pay Grade: 15, Salary Range: $66,536 - $93,150, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 6052, Class Title: Security Engineer I, Pay Grade: 16, Salary Range: $73,189 - $102,465, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 6053, Class Title: Security Engineer II, Pay Grade: 17, Salary Range: $80,508 - $112,711, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 6054, Class Title: Security Engineer III, Pay Grade: 18, Salary Range: $88,881 - $133,321, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 6055, Class Title: Software Developer, Pay Grade: 13, Salary Range: $57,607 - $80,649, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 6056, Class Title: Software Engineer I, Pay Grade: 14, Salary Range: $60,487 - $84,682, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 6057, Class Title: Software Engineer II, Pay Grade: 16, Salary Range: $73,189 - $102,465, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 6058, Class Title: Software Engineer III, Pay Grade: 18, Salary Range: $88,881 - $133,321, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 6059, Class Title: System Administrator I, Pay Grade: 14, Salary Range: $60,487 - $84,682, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 6060, Class Title: System Administrator II, Pay Grade: 16, Salary Range: $73,189 - $102,465, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 6061, Class Title: System Administrator III Pay Grade: 18, Salary Range: $88,881 - $133,321, EEO Code: 2 (Professionals), 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. Other costs associated with the Information Technology Department's restructure have been calculated and budgeted concurrence of the Finance Department and County Administration. 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:
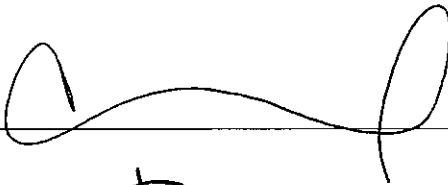
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Department: Human Resources

Telephone: 520-724-8028

Contact: Dustin Green

Telephone: 520-724-8111

Department Director Signature: _____ Date: 9/27/24

Deputy County Administrator Signature: _____ Date: _____

County Administrator Signature: _____ Date: 9/27/2024

PIMA COUNTY

6038 – Data Center Engineer I

IDENTIFICATION	JOB SUMMARY

CLASSIFICATION CODE

6038

TITLE

Data Center Engineer I

STRUCTURE AND GRADE

16

FLSA STATUS

Exempt

Designs, plans, implements and maintains the installation and configuration of the centralized Information Technology Department (ITD) data center infrastructure. Responsible for performing all duties associated with providing ongoing support and maintenance for the data center infrastructure.

Data Center Engineers are subject matter experts for IT data center hardware, virtualization, data protection and security solutions, and are responsible for implementing assigned projects throughout the enterprise infrastructure while following requirements and best practices.

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.

- Designs and implements data center architecture to improve availability and efficiency;
- Builds and maintains configuration best practices and Method of Procedure (MOP) documents;
- Collaborates with peers to troubleshoot data issues, identify root cause and develop a resolution plan;
- Collaborates with other teams such as system administrators and security personnel to resolve issues and improve user experience;
- Configures and maintains data center hardware and software supporting virtualization, compute, storage, and data protection to ensure availability, security and efficiency;
- Manages projects to update data center infrastructure and architecture;
- Provides guidance and coaching to technicians and trainees;
- Coordinates the engineering and delivery of IT infrastructure implementation, support, migration, and upgrade services;
- Prepares technical specifications for new and evolving data center infrastructure requirements;
- Completes root cause analysis on production outages and implements approved remediations;
- Participates in change management process and procedures;
- Ensures proper coordination and communication with customers and internal staff when working on unplanned issues or planned outages;
- Provides data center infrastructure design input to short- and long-term planning processes;
- Coordinates and engages with vendors for life cycle maintenance and support activities;
- Ensures backups and storage management procedures are implemented to meet business and disaster recovery needs;
- Prepares technical specifications for data center infrastructure and associated support services;
- Designs and maintains the application and infrastructure service delivery process leveraging automation and orchestration tools.

PIMA COUNTY

6038 – Data Center Engineer I

MINIMUM QUALIFICATIONS

A Bachelor's degree from an accredited college, university or technical school **AND** two (2) years of experience in the maintenance and administration of data center environment.
(Relevant experience and/or education from an accredited college or university may be substituted.)

LICENSES AND CERTIFICATES

Some positions require a valid Arizona Class D driver license at the time of application or appointment. Some positions must possess and maintain as a condition of employment the Terminal Operator for ACJIS certification. Failure to maintain the required licensure shall be grounds for termination.

SPECIAL NOTICE ITEMS

Some positions may require satisfactory completion of a personal background investigation by the court or law enforcement agencies, due to the need for access to County Attorney and Court facilities, records, and communication systems. Occasional after hours and weekend hours are required to support system implementations, upgrades or respond to emergency after hours support tickets.

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

May lift materials and/or equipment 35 lbs. or less. Other physical and sensory abilities will be determined by position.

WORKING CONDITIONS

Working conditions will be determined by position.

PIMA COUNTY

6039 – Data Center Engineer II

IDENTIFICATION	JOB SUMMARY

CLASSIFICATION CODE

6039

TITLE

Data Center Engineer II

STRUCTURE AND GRADE

17

FLSA STATUS

Exempt

Designs, plans, implements and maintains the installation and configuration of the centralized Information Technology Department (ITD) data center infrastructure. Responsible for performing all duties associated with providing ongoing support and maintenance for the data center infrastructure.

Data Center Engineers are subject matter experts for IT data center hardware, virtualization, data protection and security solutions, and are responsible for implementing assigned projects throughout the enterprise infrastructure while following requirements and best practices.

This classification is an escalation point for Data Center Engineer I and is differentiated by incremental project leadership, peer enablement, and complexity of assignments.

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.

- Designs and implements data center architecture to improve availability and efficiency;
- Builds and maintains configuration best practices and Method of Procedure (MOP) documents;
- Leads efforts to troubleshoot data issues, identifying root cause and developing a resolution plan;
- Collaborates with other teams such as system administrators and security personnel to resolve issues and improve user experience;
- Configures and maintains data center hardware and software supporting virtualization, computation, storage, and data protection to ensure availability, security and efficiency;
- Assists with maintenance of record retention requirements;
- Implements security best practices and features in the data center infrastructure;
- Designs and implements virtual firewall segmentation policy to support business needs;
- Manages projects to update data center infrastructure and architecture;
- Guides and coaches junior data center engineers and technicians;
- Coordinates the engineering and delivery of IT infrastructure implementation, support, migration, and service upgrades;
- Prepares technical specifications for new and evolving data center infrastructure requirements;
- Completes root cause analysis of production outages and implements approved remediations;
- Participates in change management process and procedures;
- Ensures proper coordination and communication with customers and internal staff when working on unplanned issues or planned outages;
- Provides data center infrastructure design input for short- and long-term planning processes;
- Participates in technical infrastructure teams to drive standardization and strategic solutions;
- Coordinates and engages with vendors for life cycle maintenance and support activities;
- Ensures backups and storage management procedures are implemented to meet business and disaster recovery needs;
- Prepares technical specifications for data center infrastructure and associated support services;
- Designs and maintains the application and infrastructure service delivery process leveraging automation and orchestration tools;
- Forecasts server growth and provides proactive capacity management, with appropriate use of escalation to management.

PIMA COUNTY

6039 – Data Center Engineer II

MINIMUM QUALIFICATIONS

1) A Bachelor's degree from an accredited college, university or technical school **AND** five (5) years of experience in the maintenance and administration of data center environment.
(Relevant experience and/or education from an accredited college or university may be substituted.)

OR:

2) Two years with Pima County in a Data Center Engineer I position.

LICENSES AND CERTIFICATES

Some positions require a valid Arizona Class D driver license at the time of application or appointment. Some positions must possess and maintain as a condition of employment the Terminal Operator for ACJIS certification. Failure to maintain the required licensure shall be grounds for termination.

SPECIAL NOTICE ITEMS

Some positions may require satisfactory completion of a personal background investigation by the court or law enforcement agencies, due to the need for access to County Attorney and Court facilities, records, and communication systems. Occasional after hours and weekend hours are required to support system implementations, upgrades or respond to emergency after hours support tickets.

SELECTION PROCEDURE

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EEO INFORMATION

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PHYSICAL / SENSORY WORK REQUIREMENTS

May lift materials and/or equipment 35 lbs. or less. Other physical and sensory abilities will be determined by position.

WORKING CONDITIONS

Working conditions will be determined by position.

6040 – Data Center Engineer III

IDENTIFICATION	JOB SUMMARY

CLASSIFICATION CODE 6040 *TITLE* Data Center Engineer III *STRUCTURE AND GRADE* 18 *FLSA STATUS* Exempt	Designs, plans, implements and maintains the installation and configuration of the centralized Information Technology Department (ITD) data center infrastructure. Responsible for performing all duties associated with providing ongoing support and maintenance for the data center infrastructure. Data Center Engineers are subject matter experts for IT data center hardware, virtualization, data protection and security solutions, and are responsible for implementing assigned projects throughout the enterprise infrastructure while following requirements and best practices. This classification is an escalation point for Data Center Engineer II and is differentiated by incremental technical expertise, architectural leadership, peer enablement, and complexity of assignments.

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.

- Designs and implements data center architecture to improve availability and efficiency;
- Builds and maintains configuration best practices and Method of Procedure (MOP) documents;
- Leads efforts to troubleshoot data issues, identifying root cause and developing a resolution plan;
- Collaborates with other teams such as system administrators and security personnel to resolve issues and improve user experience;
- Configures and maintains data center hardware and software supporting virtualization, computation, storage, and data protection to ensure availability, security and efficiency;
- Assists with maintenance of record retention requirements;
- Implements security best practices and features in the data center infrastructure;
- Designs and implements virtual firewall segmentation policy to support business needs;
- Manages projects to update data center infrastructure and architecture;
- Guides and coaches junior data center engineers and technicians;
- Coordinates the engineering and delivery of IT infrastructure implementation, support, migration, and service upgrades;
- Prepares technical specifications for new and evolving data center infrastructure requirements;
- Completes root cause analysis on production outages and implements approved remediations;
- Participates in change management processes and procedures;
- Ensures proper coordination and communication with customers and internal staff when working on unplanned issues or planned outages;
- Provides data center infrastructure design input to short- and long-term planning processes;
- Participates in technical infrastructure teams to drive standardization and strategic solutions;
- Coordinates and engages with vendors for life cycle maintenance and support activities;
- Creates and maintains capacity plans and disaster recovery plans for the data center infrastructure;
- Provides cost and time estimates for new requirements and ensures smooth transition of new systems into production;
- Ensures backups and storage management procedures are implemented to meet business and disaster recovery needs;
- Prepares technical specifications for data center infrastructure and associated support services;
- Designs and maintains the application and infrastructure service delivery process leveraging automation and orchestration tools;

![Pima County logo](Pima County)

PIMA COUNTY

6040 – Data Center Engineer III

- Reviews and approves technology implementation plans to increase business continuity;
- Forecasts server growth and provides proactive capacity management, with appropriate use of escalation to management.

MINIMUM QUALIFICATIONS

1) A Bachelor's degree from an accredited college, university or technical school **AND** six (6) years of experience in the maintenance and administration of data center environment.
(Relevant experience and/or education from an accredited college or university may be substituted.)

OR:

2) Two years with Pima County in a Data Center Engineer II position.

LICENSES AND CERTIFICATES

Some positions require a valid Arizona Class D driver license at the time of application or appointment. Some positions must possess and maintain as a condition of employment the Terminal Operator for ACJIS certification. Failure to maintain the required licensure shall be grounds for termination.

SPECIAL NOTICE ITEMS

Some positions may require satisfactory completion of a personal background investigation by the court or law enforcement agencies, due to the need for access to County Attorney and Court facilities, records, and communication systems. Occasional after hours and weekend hours are required to support system implementations, upgrades or respond to emergency after hours support tickets.

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

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PHYSICAL / SENSORY WORK REQUIREMENTS

May lift materials and/or equipment 35 lbs. or less. Other physical and sensory abilities will be determined by position.

WORKING CONDITIONS

Working conditions will be determined by position.

PIMA COUNTY

6041 – Database Administrator I

IDENTIFICATION	JOB SUMMARY

CLASSIFICATION CODE

6041

TITLE

Database Administrator I

STRUCTURE AND GRADE

14

FLSA STATUS

Exempt

This position provides technical and analytical support for specific application systems and databases involving the design, development, construction, implementation and ongoing support of systems, processes, and methods. Responsible for performing all database administrator duties, which include general database administration, design, backup and recovery, data security, data access, performance tuning, technical consulting, troubleshooting, development of standards, production support, capacity planning and evaluation of database technology. The Database Administrator I is also responsible for organizing the data, providing access to data, designing, and reviewing applications that use the data, creating and implementing data-naming standards, and providing training in data modeling and design.

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.

- Monitors and optimizes database performance, ensures data integrity, and maintains database security;
- Participates in data element standards and provides for the physical dissemination of the data;
- Performs application administration, including, but not limited to, software installation, optimization, security, patch installation, and upgrades;
- Assists with the installation of Database Management Systems (DBMS) packages and upgrades and with the training of users in the use of databases;
- Maintains database objects;
- Assists with the configuration and support of cloud-based and in-house environments such as SharePoint, Microsoft Dynamics, Agave, and Team Foundation Server;
- Analyzes new and existing information systems and provides technology evaluations and recommendations;
- Writes and maintains database documentation;
- Participates in technical project teams, using data modeling concepts for application designs;
- Coordinates with other information technology groups to facilitate database development projects, software upgrades and new product implementations;
- Responsible for other duties as assigned in support of the overall goals and functions of both the Department and Pima County.

PIMA COUNTY

6041 – Database Administrator I

MINIMUM QUALIFICATIONS

1.) A Bachelor's degree from an accredited college, university or technical school **AND** three (3) years of experience in database administration.
(Relevant experience and/or education from an accredited college or university may be substituted.)

OR:

2.) Two (2) years with Pima County in a Database Specialist or closely-related position as determined by the department head at the time of recruitment.

LICENSES AND CERTIFICATES

All 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. Within six months of employment, employees must attain and maintain access certification for all relevant departmental databases required of assigned position. Some positions must possess and maintain as a condition of employment the Terminal Operator for ACJIS certification. Failure to maintain the required licensure shall be grounds for termination.

SPECIAL NOTICE ITEMS

Some positions may require completion of a satisfactory personal background investigation by the court or law enforcement agencies, due to the need for access to County Attorney and Court facilities, records, and communication systems.

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

May lift materials and/or equipment 35 lbs. or less. Other physical and sensory abilities will be determined by position.

WORKING CONDITIONS

Working conditions will be determined by position.

PIMA COUNTY

6042 – Database Administrator II

IDENTIFICATION	JOB SUMMARY

CLASSIFICATION CODE

6042

TITLE

Database Administrator II

STRUCTURE AND GRADE

16

FLSA STATUS

Exempt

This position provides technical and analytical support for specific application systems and databases involving the design, development, construction, implementation and ongoing support of systems, processes, and methods. Responsible for performing all database administrator duties, which include general database administration, design, backup and recovery, data security, data access, performance tuning, technical consulting, troubleshooting, development of standards, production support, capacity planning and evaluation of database technology. The Database Administrator II is also responsible for organizing the data, providing access to data, designing, and reviewing applications that use the data, creating and implementing data-naming standards, and providing training in data modeling and design. This classification is distinguished from the Database Administrator I by its focus on system design, process engineering, and complexity of assignments.

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 with defining strategies for backup and recovery of each database and ensures availability of databases;
- Monitors and optimizes database performance, ensures data integrity, and maintains database security;
- Provides technical database leadership when working with teams;
- Creates and implements data element standards and provides for the physical dissemination of the data;
- Performs application administration, including, but not limited to, software installation, optimization, security, patch installation, and upgrades;
- Assists with the installation of Database Management Systems (DBMS) packages and upgrades and with the training of users in the use of databases;
- Designs, creates, and maintains database objects;
- Assists with the configuration and support of cloud-based and in-house environments such as SharePoint, Microsoft Dynamics, Agave, and Team Foundation Server;
- Analyzes new and existing information systems and provides technology evaluations and recommendations;
- Writes and maintains database documentation;
- Participates in technical project teams serving as a lead in using data modeling concepts for application designs;
- Coordinates with other information technology groups to facilitate database development projects, software upgrades and new product implementations;
- Responsible for other duties as assigned in support of the overall goals and functions of both the Department and Pima County.

PIMA COUNTY

6042 – Database Administrator II

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1.) A Bachelor's degree from an accredited college, university or technical school **AND** five (5) years of experience in database administration;
(Relevant experience and/or education from an accredited college or university may be substituted.)

OR:

2.) Two (2) years with Pima County in a Database Administrator I or closely related position as determined by the department head at the time of recruitment.

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. Employment contingent on ACJIS certification. Employees must attain and maintain access certification for all relevant departmental databases required of assigned position.	Some positions may require completion of a satisfactory personal background investigation by the court or law enforcement agencies, due to the need for access to County Attorney and Court facilities, records, and communication systems.

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.	**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	WORKING CONDITIONS
May lift materials and/or equipment 35 lbs. or less. Other physical and sensory abilities will be determined by position.	Working conditions will be determined by position.

6043 – Database Administrator III

IDENTIFICATION	JOB SUMMARY
CLASSIFICATION CODE 6043 **TITLE** Database Administrator III **STRUCTURE AND GRADE** 18 **FLSA STATUS** Exempt	This position provides technical and analytical support for specific application systems and databases involving the design, development, construction, implementation and ongoing support of systems, processes, and methods. Responsible for performing all database administrator duties, which include general database administration, design, backup and recovery, data security, data access, performance tuning, technical consulting, troubleshooting, development of standards, production support, capacity planning and evaluation of database technology. The Database Administrator III is also responsible for organizing the data, providing access to data, designing, and reviewing applications that use the data, creating and implementing data-naming standards, and providing training in data modeling and design. This classification is distinguished from the Database Administrator II by its focus on system design, process engineering, and complexity of assignments. Which may include supervision of staff.

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.

- Defines a strategy for backup and recovery of each database and ensures availability of databases;
- Monitors and optimizes database performance, ensures data integrity, and maintains database security;
- Provides senior-level technical database leadership when working with teams;
- Creates and implements data element standards and provides for the physical dissemination of the data;
- Performs data administration, including, but not limited to, software installation, optimization, security, patch installation, upgrades, capacity planning, and connectivity;
- May lead with the installation of Database Management Systems (DBMS) packages and upgrades and with the training of users in the use of databases;
- Designs, creates, and maintains database objects;
- Assists in the configuration and support of cloud-based and in-house environments such as SharePoint, Microsoft Dynamics, Agave, and Team Foundation Server;
- Analyzes new and existing information systems and provides technology evaluations and recommendations;
- Writes and maintains database documentation;
- Leads technical project teams in using data modeling concepts for application designs;
- Coordinates with other information technology groups to facilitate development projects, software upgrades and new product implementations;
- May supervise staff;
- Responsible for other duties as assigned in support of the overall goals and functions of both the Department and Pima County.

PIMA COUNTY

6043 – Database Administrator III

MINIMUM QUALIFICATIONS

1.) A Bachelor's degree from an accredited college, university or technical school **AND** six (6) years of experience in database administration;
(Relevant experience and/or education from an accredited college or university may be substituted.)

OR:

2.) Two (2) years with Pima County in a Database Administrator II or closely-related position as determined by the department head at the time of recruitment.

LICENSES AND CERTIFICATES

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. Employment contingent on ACJIS certification. Employees must attain and maintain access certification for all relevant departmental databases required of assigned position.

SPECIAL NOTICE ITEMS

Some positions may require satisfactory completion of a personal background investigation by the court or law enforcement agencies, due to the need for access to County Attorney and Court facilities, records, and communication systems. Occasional after hours and weekend hours are required to support system implementations and deployments.

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

May lift materials and/or equipment 35 lbs. or less. Other physical and sensory abilities will be determined by position.

WORKING CONDITIONS

Working conditions will be determined by position.

PIMA COUNTY

6044 – Enterprise Infastructure Engineer I

IDENTIFICATION	JOB SUMMARY

CLASSIFICATION CODE

6044

TITLE

Enterprise Infrastructure Engineer I

STRUCTURE AND GRADE

16

FLSA STATUS

Exempt

This position architects, designs, plans and implements the installation, configuration and on-going maintenance of infrastructure within the centralized Information Technology Department.

Enterprise Infrastructures Engineers are responsible for carrying out test plans and assisting in the validation of new products and / or technology. Monitors the infrastructure and alerts for potential reactive issues. Maintains day-to-day operations of the infrastructure.

Enterprise Infrastructures Engineers are the first point of escalation for issues reported from the NOC and other teams. This position is the entry level Engineer position for the team. The focus of this role is to support the senior Enterprise Infrastructures Engineers to help ensure project implementations are successful and the day-to-day operations of all infrastructure environments are properly maintained. Work is typically task driven and limited in scope.

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.

- Demonstrates in-depth understanding of relevant IT infrastructure specialization;
- Organizes workload, being proactive and managing a wide range of requests;
- Provides leadership at a technical and/or a team level in alignment with ITD and County objectives;
- Analyzes, evaluates, and coordinates resolution and implementation of specific computing components within the enterprise environment;
- Participates in designing, planning, and implementation of configuration and on-going maintenance of infrastructure at an enterprise level;
- Utilizes and interprets system metrics to prevent system issues and provide guidance for system resource realignment;
- Participates in design of critical infrastructure and IT support components to enhance service delivery, security, and support to customer base;
- Delivers documentation, metrics, and other artifacts to support strategic decision-making processes;
- Works with teams to research and test technical solutions to resolve enterprise technical issues and requirements;
- Participates in organizational architecture design and review processes of enterprise computing environment;
- Operates within organizational service level agreements (SLAs);
- Demonstrates knowledge of the technical and functional relationships between multiple Information Technology platforms and systems;
- Consistently delivers assignments and tasks as assigned;
- Coordinates and communicates with internal and external customers/vendors with varying technical backgrounds;
- Responsible for other duties as assigned in support of the overall goals and functions of both the Department and Pima County.

6044 – Enterprise Infastructure Engineer I

MINIMUM QUALIFICATIONS

A Bachelor's degree from an accredited college, university or technical trade school **AND** two (2) years of experience in the maintenance and administration of client computing or communications hardware and software infrastructure.
(Relevant experience and/or education from an accredited college or university may be substituted.)

LICENSES AND CERTIFICATES

Some positions require a valid Arizona Class D driver license at the time of application or appointment. Some positions must possess and maintain as a condition of employment the Terminal Operator for ACJIS certification Failure to maintain the required licensure shall be grounds for termination.

SPECIAL NOTICE ITEMS

Some positions may require satisfactory completion of a personal background investigation by the court or law enforcement agencies, due to the need for access to County Attorney and Court facilities, records, and communication systems. Participates in off-hour system maintenance activities and on-call rotations. May need to work in the field or travel to various County locations.

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.

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PHYSICAL / SENSORY WORK REQUIREMENTS

Physical and sensory abilities will be determined by position.

WORKING CONDITIONS

Working conditions will be determined by position.

PIMA COUNTY

6045 – Enterprise Infastructure Engineer III

IDENTIFICATION	JOB SUMMARY

CLASSIFICATION CODE

6045

TITLE

Enterprise Infrastructure Engineer III

STRUCTURE AND GRADE

18

FLSA STATUS

Exempt

The Enterprise Infrastructure Engineer III plans and is responsible for the design, installation, configuration, and ongoing maintenance of the County's Information Technology Department (ITD) enterprise data center environment. Ensures systems are architected for maximum performance, scalability, and usability. Generally designs, develops and integrates processes and procedures to maintain and support the computing needs of the County and supported agencies.

The Enterprise Infrastructure Engineer III acts as an escalation point for the Enterprise Infrastructure Engineer II(s). This position is the highest-level technical position that is focused on preparing for future infrastructure projects, designing and leading current infrastructure projects, developing and providing training to peers and other groups in ITD and developing internal standards to meet industry best practices.

This position works with the Enterprise Infrastructure Engineer Supervisor and other leadership teams to advise on and design complex, multi-faceted infrastructure solutions. Work is typically project driven and this position will act as an advisory role in multiple projects at a time.

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.

- Demonstrates in-depth understanding of relevant IT infrastructure specialization;
- Provides leadership at a technical and/or a team level in alignment with ITD and County objectives;
- Manages/leads enterprise-sized projects required to deliver critical computing capabilities to meet application and internal technical infrastructure needs;
- Leads and participates in the transition of new systems into production status through documented change management procedures;
- Designs complex integrations with multiple third-party vendor enterprise grade products and solutions;
- Evaluates and designs implementation and rollout of complex enterprise solutions and determine the best fit for the organization;
- Provides recommendations for future technologies and platforms that the organization will utilize.
- Plans, designs and manages the installation, configuration and ongoing maintenance of the County and its supported agencies' enterprise computing center environment to align with organizational strategic business objectives;
- Creates architecture diagrams, data models, and technology navigation maps;
- Interfaces and assists with vendors through due diligence, contract negotiations, and on-going life cycle maintenance and support activities;
- Provides technical mentoring which may include instructional services;
- Coaches and leads team members on assigned team projects;
- Participates in and leads various technical infrastructure teams to drive standardization and strategic implementations;
- Designs and maintains Hybrid Cloud operations and infrastructure;
- Designs and integrates Software Defined Infrastructure into existing complex private, public cloud and hybrid cloud environments;

6045 – Enterprise Infastructure Engineer III

- Develops success criteria for technology validation;
- Performs required performance tuning and maintenance conducting performance measurement, establishing updated baseline measures, and proposing optimized configuration;
- Reviews and responds as necessary to enterprise monitoring alerts, recommendations and identified security risks;
- Ensures systems are architected for maximum performance, scalability, and usability;
- Interacts directly with client staff and management in analyzing situations and resolving strategic technology and business process issues;
- Develops procedures to maintain and support computing needs and ensures documentation is accurately maintained;
- Defines and maintains capacity plans, disaster recovery plans and facilities;
- Detects and monitors for security weaknesses, determines ways to protect servers/storage environment from attack, and determines methods to defend against threats.

MINIMUM QUALIFICATIONS

1) A Bachelor's degree from an accredited college, university or technical trade school **AND** six (6) years of experience in the maintenance and administration of client computing or communications hardware and software infrastructure. (Relevant experience and/or education from an accredited college or university may be substituted.)

OR:

2) Two (2) years with Pima County in an Enterprise Infrastructure Engineer II position.

LICENSES AND CERTIFICATES

Some positions require a valid Arizona Class D driver license at the time of application or appointment. Some positions must possess and maintain as a condition of employment the Terminal Operator for ACJIS certification Failure to maintain the required licensure shall be grounds for termination.

SPECIAL NOTICE ITEMS

Some positions may require satisfactory completion of a personal background investigation by the court or law enforcement agencies, due to the need for access to County Attorney and Court facilities, records, and communication systems. Participates in off-hour system maintenance activities and on-call rotations. May need to work in the field or travel to various County locations

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

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PHYSICAL / SENSORY WORK REQUIREMENTS

Physical and sensory abilities will be determined by position.

WORKING CONDITIONS

Will work in an office environment.

PIMA COUNTY

6046 – Geographic Information Systems Analyst III

IDENTIFICATION	JOB SUMMARY

CLASSIFICATION CODE

6046

TITLE

Geographic Information Systems Analyst III

STRUCTURE AND GRADE

17

FLSA STATUS

Exempt

This position researches, develops, and supports Geographic Information Systems (GIS) technologies at the enterprise level by creating and managing geospatial data, projects, and related resources. Architects and builds GIS system environments, solutions, applications, and integrates geospatial data with business systems. Performs complex geospatial analysis and GIS needs analysis, leads the development of desktop and web-based GIS solutions, creates cartographic map products, and supervises GIS staff. This classification is distinguished from the GIS Analyst II by its focus on enterprise-level responsibility, complexity of assignments, and project management within the centralized Information Technology department (ITD).

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.

Data Maintenance and Interpretation
- Reviews existing or incoming data for currency, accuracy, usefulness, quality, or completeness of documentation;
- Interprets aerial or ortho imagery for mapping purposes;
- Models and creates new geospatial datasets using Geographic Information Systems (GIS) software;

Cartography and Reporting
- Gathers GIS data required for map preparation, including imagery, survey notes, records, reports, and original maps;
- Identifies and compiles GIS data to create maps and applications in response to requests;
- Determines map content, layout, and production specifications (scale, size, projection, and colors), ensuring that specifications are met and information is presented effectively;
- Designs or prepares representations of GIS data using GIS applications;

Advanced GIS
- Performs advanced spatial data manipulation or analysis using GIS or other data analysis software and determines the most effective method for communicating the results, including maps, applications, graphs, and/or tabular data;
- Designs and coordinates the integration of GIS spatial databases with non-spatial or other business databases;
- Writes programs or develops software for GIS applications, including the maintenance of existing systems or research and development for new and future systems or enhancements;

Project Management
- Coordinates the development or administration of GIS projects, including the development of technical priorities, client reporting and interface, or coordination and review of schedules and budgets;
- Evaluates and makes recommendations to management for acquisition of GIS software, hardware and peripheral equipment;
- Directs development and implementation of quality control procedures for GIS data, programs, procedures, services, and products;

PIMA COUNTY

6046 – Geographic Information Systems Analyst III

- Manages GIS servers, licenses, and installs GIS software;
- Architects and configures enterprise databases and systems;

Customer Service and Support

- Provides technical expertise to users or customers regarding the development and operation of GIS technology;
- Documents GIS procedures, metadata, and operating standards;
- Communicates with customers to determine technical specifications, customized solutions, or operational problems;
- Supervises, leads and/or trains GIS Technicians, Analysts, or related staff in the operation of GIS procedures.

MINIMUM QUALIFICATIONS

1) A Bachelor's degree from an accredited college, university or technical school in Geographic Information Systems, remote sensing, cartography, geography or related field as determined by the department head at the time of recruitment **AND** six (6) years of technical experience in geographic information creation and analysis.
(Relevant experience and/or education from an accredited college or university may be substituted.)

OR:

2) Two years of experience with Pima County in a Geographic Information Systems Analyst II position.

LICENSES AND CERTIFICATES	SPECIAL NOTICE ITEMS
Some positions may require appropriate licenses or certifications at time of appointment or within a specified timeframe, e.g., Part 107 license (Remote Pilot Certificate). 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.	Some positions may require satisfactory completion of a personal background investigation by the court or law enforcement agencies, due to the need for access to County Attorney and Court facilities, records, and communication systems.

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.	**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	WORKING CONDITIONS
- Constantly required to exchange accurate information. - Constantly operates a computer and other office machinery. - Constantly observes details at close range. - Frequently remains in a stationary position. - Occasionally moves about inside an office. - Occasionally moves office equipment weighing up to 25 pounds. - Other physical and sensory abilities will be determined by position	Regularly works in an indoor environment. Other working conditions will be determined by position.

PIMA COUNTY

6047– Information Technology Network Engineer I

IDENTIFICATION	JOB SUMMARY

CLASSIFICATION CODE

6047

TITLE

Information Technology Network Engineer I

STRUCTURE AND GRADE

16

FLSA STATUS

Exempt

This position designs, plans, implements and maintains the installation and configuration of the centralized Information Technology Department (ITD) network infrastructure. Responsible for performing all duties associated with providing the day-to-day support and maintenance for the infrastructure at all County locations.

Network Engineers are subject matter experts for IT networking and network security solutions and are responsible for implementing assigned projects throughout the enterprise infrastructure while following requirements and best practices.

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.

- Designs and implements network architecture to improve availability and efficiency;
- Builds and maintains configuration best practices and Method of Procedure (MOP) documents;
- Performs tasks such as monitoring network traffic, analyzing network logs, and identifying issues to track and improve network performance;
- Collaborates with peers to troubleshoot network issues, identify root cause and develop a resolution plan;
- Collaborates with other teams such as system administrators and security personnel to resolve issues and improve user experience;
- Configures and maintains various network hardware and software such as routers, switches, and firewalls to ensure network security and efficiency;
- Implements security features on firewalls, VPNs, and intrusion detection systems;
- Monitors network for suspicious activity and responds to security incidents;
- Maintains the network by installing new hardware or software, upgrading existing devices, or making changes to network configurations;
- Implements approved firewall and VPN tunnel policies;
- Manages projects to refresh equipment and update network architecture;
- Provides guidance and coaching to technicians and trainees;
- Designs and implements IP routing and address management policy;
- Coordinates the engineering and delivery of IT infrastructure implementation, support, migration, and upgrade services;
- Prepares technical specifications for new and evolving network infrastructure requirements;
- Completes root cause analysis on production outages and implements approved remediations.
- Participates in change management process and procedures;
- Ensures proper coordination and communication with customers and internal staff when working on unplanned issues or planned outages;
- Provides network infrastructure design input to short- and long-term planning processes;
- Coordinates and engages with vendors for life cycle maintenance and support activities.

PIMA COUNTY

6047– Information Technology Network Engineer I

MINIMUM QUALIFICATIONS

A Bachelor's degree from an accredited college, university or technical trade school **AND** two (2) years of experience in network administration.
(Relevant experience and/or education from an accredited college or university may be substituted.)

LICENSES AND CERTIFICATES

All positions require a valid Arizona Class D driver license at the time of application or appointment. Some positions must possess and maintain as a condition of employment the Terminal Operator for ACJIS certification. Failure to maintain the required licensure shall be grounds for termination.

SPECIAL NOTICE ITEMS

The County requires pre-employment background checks. Successful candidates will receive a post-offer, pre-employment background screening to include verification of work history, education, and criminal conviction history. A prior criminal conviction will not automatically disqualify a candidate from employment with the County. Occasional after hours and weekend hours are required to support system implementations, upgrades or respond to emergency after hours support tickets.

Occupational Medicine Physical Clearance Required.

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.

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PHYSICAL / SENSORY WORK REQUIREMENTS

Typically performs duties in an office environment and may lift materials and/or equipment 35 pounds or less. Other physical and sensory abilities will be determined by position

WORKING CONDITIONS

Working conditions will be determined by position.

PIMA COUNTY

6048 – Information Technology Network Engineer II

IDENTIFICATION	JOB SUMMARY

CLASSIFICATION CODE

6048

TITLE

Information Technology Network Engineer II

STRUCTURE AND GRADE

17

FLSA STATUS

Exempt

This position designs, plans, implements and maintains the installation and configuration of the centralized Information Technology Department (ITD) network infrastructure. Responsible for performing all duties associated with providing the day-to-day support and maintenance for the infrastructure at all County locations.

Network Engineers are subject matter experts for IT networking and network security solutions and are responsible for implementing assigned projects throughout the enterprise infrastructure while following requirements and best practices.

This classification is an escalation point for Network Engineer I and is differentiated by incremental project leadership, peer enablement, and complexity of assignments.

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.

- Designs and implements network architecture to improve availability and efficiency;
- Builds and maintains configuration best practices and Method of Procedure (MOP) documents;
- Performs tasks such as monitoring network traffic, analyzing network logs, and identifying issues to track and improve network performance;
- Leads efforts to troubleshoot network issues, identify root cause and develop a resolution plan;
- Collaborates with other teams such as system administrators and security personnel to resolve issues and improve user experience;
- Configures and maintains various network hardware and software such as routers, switches, and firewalls to ensure network security and efficiency;
- Implements security features on firewalls, VPNs, and intrusion detection systems;
- Monitors network for suspicious activity and responds to security incidents;
- Maintains the network by installing new hardware or software, upgrading existing devices, or making changes to network configurations;
- Designs and implements firewall policy and VPN tunnels to support business needs;
- Manages projects to refresh equipment and update network architecture;
- Guides and coaches junior network engineers and technicians;
- Designs and implements IP routing and address management;
- Coordinates the engineering and delivery of IT infrastructure implementation, support, migration, and upgrade services;
- Prepares technical specifications for new and evolving network infrastructure requirements;
- Completes root cause analysis on production outages and implements approved remediations;
- Participates in change management process and procedures;
- Ensures proper coordination and communication with customers and internal staff when working on unplanned issues or planned outages;
- Provides network infrastructure design input to short- and long-term planning processes;
- Participates in technical infrastructure teams to drive standardization and strategic solutions;
- Coordinates and engages with vendors for life cycle maintenance and support activities.

6048 – Information Technology Network Engineer II

MINIMUM QUALIFICATIONS

1) A Bachelor's degree from an accredited college, university or technical trade school **AND** five (5) years of experience in network administration.
(Relevant experience and/or education from an accredited college or university may be substituted.)

OR:

2) Two years with Pima County in an Information Technology Network Engineer I position.

LICENSES AND CERTIFICATES

All positions require a valid Arizona Class D driver license at the time of application or appointment. Some positions must possess and maintain as a condition of employment the Terminal Operator for ACJIS certification. Failure to maintain the required licensure shall be grounds for termination.

SPECIAL NOTICE ITEMS

The County requires pre-employment background checks. Successful candidates will receive a post-offer, pre-employment background screening to include verification of work history, education, and criminal conviction history. A prior criminal conviction will not automatically disqualify a candidate from employment with the County.

Occupational Medicine Physical Clearance Required.

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.

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PHYSICAL / SENSORY WORK REQUIREMENTS

Other physical and sensory abilities will be determined by position.

WORKING CONDITIONS

Typically performs duties in an office environment and may lift materials and/or equipment 35 pounds or less. Occasional after hours and weekend hours are required to support system implementations, upgrades or respond to emergency after hours support tickets.

PIMA COUNTY

6049 – Information Technology Network Engineer III

IDENTIFICATION	JOB SUMMARY

CLASSIFICATION CODE

6049

TITLE

Information Technology Network Engineer III

STRUCTURE AND GRADE

18

FLSA STATUS

Exempt

This position designs, plans, implements and maintains the installation and configuration of the centralized Information Technology Department (ITD) network infrastructure. Responsible for performing all duties associated with providing the day-to-day support and maintenance for the infrastructure at all County locations.

Network Engineers are subject matter experts for IT networking and network security solutions and are responsible for implementing assigned projects throughout the enterprise infrastructure while following requirements and best practices.

This classification is an escalation point for Network Engineer II and is differentiated by incremental technical expertise, architectural leadership, peer enablement, and complexity of assignments.

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.

- Designs and implements network architecture to improve availability and efficiency.
- Builds and maintains configuration best practices and Method of Procedure (MOP) documents.
- Performs tasks such as monitoring network traffic, analyzing network logs, and identifying issues to track and improve network performance.
- Leads efforts to troubleshoot network issues, identify root cause and develop a resolution plan.
- Collaborates with other teams such as system administrators and security personnel to resolve issues and improve user experience.
- Configures and maintains various network hardware and software such as routers, switches, and firewalls to ensure network security and efficiency.
- Implements security features on firewalls, VPNs, and intrusion detection systems.
- Monitors network for suspicious activity and responds to security incidents.
- Maintains the network by installing new hardware or software, upgrading existing devices, or making changes to network configurations.
- Designs and implements firewall policy and VPN tunnels to support business needs.
- Creates and maintains capacity plans and disaster recovery plans for the infrastructure.
- Manages projects to refresh equipment and update network architecture.
- Guides and coaches junior network engineers and technicians.
- Designs and implements IP routing and address management.
- Coordinates the engineering and delivery of IT infrastructure implementation, support, migration, and upgrade services.
- Prepares technical specifications for new and evolving network infrastructure requirements.
- Provides cost and time estimates for new requirements and ensures smooth transition of new systems into production.
- Completes root cause analysis on production outages and implements approved remediations.
- Participates in change management process and procedures.
- Ensures proper coordination and communication with customers and internal staff when working on unplanned issues or planned outages.
- Provides network infrastructure design input to short- and long-term planning processes.

6049 – Information Technology Network Engineer III

- Participates in technical infrastructure teams to drive standardization and strategic solutions.
- Reviews and approves technology implementation plans to increase business continuity.
- Coordinates and engages with vendors for system design, life cycle maintenance and support activities.

MINIMUM QUALIFICATIONS

1) A Bachelor's degree from an accredited college, university or technical trade school **AND** six (6) years of experience in network administration.
(Relevant experience and/or education from an accredited college or university may be substituted.)

OR:

2) Two years with Pima County in an Information Technology Network Engineer II position.

LICENSES AND CERTIFICATES

All positions require a valid Arizona Class D driver license at the time of application or appointment. Some positions must possess and maintain as a condition of employment the Terminal Operator for ACJIS certification. Failure to maintain the required licensure shall be grounds for termination.

SPECIAL NOTICE ITEMS

The County requires pre-employment background checks. Successful candidates will receive a post-offer, pre-employment background screening to include verification of work history, education, and criminal conviction history. A prior criminal conviction will not automatically disqualify a candidate from employment with the County. Occasional after hours and weekend hours are required to support system implementations, upgrades or respond to emergency after hours support tickets.

Occupational Medicine Physical Clearance Required.

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.

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PHYSICAL / SENSORY WORK REQUIREMENTS

Typically performs duties in an office environment and may lift materials and/or equipment 35 pounds or less. Other physical and sensory abilities will be determined by position

WORKING CONDITIONS

Working conditions will be determined by position.

PIMA COUNTY

6050 – Information Technology Support Supervisor

IDENTIFICATION	JOB SUMMARY

CLASSIFICATION CODE

6050

TITLE

Information Technology Support Supervisor

STRUCTURE AND GRADE

17

FLSA STATUS

Exempt

This position leads and participates in the installation, configuration, troubleshooting and maintenance of the computing and /or communications systems within the centralized Information Technology Department (ITD.)

ESSENTIAL FUNCTIONS

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

- Maintains detailed records of equipment deployment, configurations, and any issues encountered during the process;
- Prepares reports on logistics performance, cost savings, and efficiency improvements;
- Plans and coordinates the installation and relocation of computer hardware, software, and peripherals across various departments or locations;
- Maintains open communication with various stakeholders, including IT teams, department heads, and end-users;
- Leads and participates in support for all types of tickets received by ITD: fixing problems, creating new capabilities, etc.;
- Participates in forecasting computing/communications growth and provides pro-active capacity management;
- Participates in the disposal of obsolete client and computing/communications center equipment;
- Assists in client license compliance;
- Leads the automation, installation, configuration, documentation, troubleshooting and maintenance of ITD assets;
- Participates on teams to drive standardization and strategic implementations;
- Conducts tests to ensure the functionality and performance of computing and/or communications systems;
- Identifies and resolves any issues or malfunctions, troubleshoot problems related to connectivity, and equipment failures.

6050 – Information Technology Support Supervisor

MINIMUM QUALIFICATIONS

A Bachelor's degree from an accredited college or university **AND** five (5) years of experience in maintenance and administration o client computing or communications hardware.
(Relevant experience and/or education from an accredited college or university may be substituted.)

LICENSES AND CERTIFICATES

All positions require a valid Arizona Class D driver license at the time of application or appointment. Some positions must possess and maintain as a condition of employment the Terminal Operator for ACJIS certification. Failure to maintain the required licensure shall be grounds for termination.

SPECIAL NOTICE ITEMS

Some positions may require satisfactory completion of a persona background investigation by the court or law enforcement agencies, due to the need for access to County Attorney and Court facilities, records, and communication systems. Will need to travel to different locations, including client sites, project site:

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

Will need to visually analyze network diagrams, read technical documentation, and interpret data and may also need to listen to audio signals or use specialized equipment to test and troubleshoot communication systems.
May need to wear personal protective equipment (PPE) and follow safety procedures to ensure the individual's safety and the safety of others.
Will require the ability to identify industry standard color-coding of electrical wiring and components.
Will require lifting equipment up to 50lbs.
Other physical and sensory abilities will be determined by position.

WORKING CONDITIONS

Will work in an office environment with various equipment and tools such as computers, laptops, telephones, network analyzers, testing devices, and software applications. Will need to work in the field; this can involve working outdoors, climbing ladders, under desks and physically connecting cables or equipment. Other working conditions will be determined by position.

07/25/2024

PIMA COUNTY

6051 – Security Analyst

IDENTIFICATION	JOB SUMMARY

<div style="display:flex">

CLASSIFICATION CODE

6051

TITLE

Security Analyst

STRUCTURE AND GRADE

15

FLSA STATUS

Exempt

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The Security Analyst is responsible for assisting with the day-to-day operations of securing the County's various information systems. Reporting to the Information Security Supervisor, the Security Analyst is tasked with providing technical expertise in all areas of network, system, and application security. The Security Analyst works closely with the various teams in the Information Technology department to ensure that systems and networks are always designed, developed, deployed, and managed with an emphasis on strong, effective security and risk management controls. The Security Analyst leads the County's vulnerability management program, and research and reports on emerging threats, to help the County take pre-emptive risk mitigation steps. The Security Analyst effectively correlates and analyzes security events within the context of Pima County's unique environment to proactively detect threats and mitigate attacks before they occur.

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.

- Monitoring networks: Looking for security breaches and incidents in network traffic
- Investigating incidents: Responding to events in real time and writing incident response reports
- Monitoring installed security software: Using firewalls, encryption programs, and other security software to protect sensitive information
- Performing penetration testing: Using software or manual coding skills to identify and fix security holes
- Researching security trends: Keeping up with the latest information technology (IT) security trends
- Developing security standards: Creating security standards and best practices for the organization
- Training users: Helping computer users learn about and install new security products and procedures
- Analyzing network traffic: Identifying anomalous activity and potential threats to network resources
- Documenting incidents: Recording the history, status, and potential impact of incidents
- Performing trend analysis: Analyzing cyber defense trends and reporting on them
  Monitoring email security and conducting investigations on suspicious activity

MINIMUM QUALIFICATIONS

A Bachelor's degree from an accredited college, university or technical school **AND** two (2) years of experience in Information Security.
(Relevant experience and/or education from an accredited college or university may be substituted.)

PIMA COUNTY

6051 – Security Analyst

LICENSES AND CERTIFICATES

Some positions require a valid Arizona Class D driver license at the time of application or appointment. Some positions require industry-recognized certifications within the domain of information security or information technology. Some positions must possess and maintain as a condition of employment the Terminal Operator for ACJIS certification. Failure to maintain the required licensure shall be grounds for termination.

SPECIAL NOTICE ITEMS

Some positions may require satisfactory completion of a personal background investigation by the court or law enforcement agencies, due to the need for access to County Attorney and Court facilities, records, and communication systems.

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.

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PHYSICAL / SENSORY WORK REQUIREMENTS

WORKING CONDITIONS

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs. or less. Occasional after hours and weekend hours are required to support system implementations and upgrades.

PIMA COUNTY

6052 – Security Engineer I

IDENTIFICATION	JOB SUMMARY

CLASSIFICATION CODE

6052

TITLE

Security Engineer I

STRUCTURE AND GRADE

16

FLSA STATUS

Exempt

The primary responsibility of this position is to ensure that the County's data systems, networks, applications, and processes comply with generally acceptable industry security practices and meet Pima County's security standards. The incumbent will be responsible for participating on a team tasked with implementing and maintaining both system and network security solutions and working with software engineering staff to ensure application development and software selection is compliant with mandated standards.

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.

- Monitors firewalls, intrusion detection/prevention systems, anti-malware solutions, security data monitoring, event logs, and security patching;
- Proactively addresses security issues and/or elevate for management review;
- Develops and maintains information security procedures, standards, and guidelines for computer system environments;
- Develops plans and recommends the implementation of critical, enterprise-wide security hardware and software solutions;
- Interacts with agency partners across Pima County;
- Monitors information security auditing tools and provides management-level reports as needed and in response to compliance audits;
- Performs system forensics and security incident investigations as required;
- Audits information systems for compliance, security and architectural containment and retirement standards;
- Reviews effectiveness of security measures to applicable policies and procedures and makes recommendations for change with respect to information security, remote access to systems, and networks, both physically and digitally;
- Performs security audit scans of all computing devices in all domains and provides recommendations on risk mitigations and/or corrective actions.

6052 – Security Engineer I

MINIMUM QUALIFICATIONS

A Bachelor's degree from an accredited college, university or technical school **AND** two (2) years of experience in Information Security.
(Relevant experience and/or education from an accredited college or university may be substituted.)

LICENSES AND CERTIFICATES

Some positions require a valid Arizona Class D driver license at the time of application or appointment. Some positions require industry-recognized certifications within the domain of information security or information technology. Some positions must possess and maintain as a condition of employment the Terminal Operator for ACJIS certification. Failure to maintain the required licensure shall be grounds for termination.

SPECIAL NOTICE ITEMS

Some positions may require satisfactory completion of a personal background investigation by the court or law enforcement agencies, due to the need for access to County Attorney and Court facilities, records, and communication systems. Occasional after hours and weekend hours are required to support system implementations and upgrades.

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.

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PHYSICAL / SENSORY WORK REQUIREMENTS

May lift materials and/or equipment 35 lbs. or less. Other physical and sensory abilities will be determined by position.

WORKING CONDITIONS

Working conditions will be determined by position.

6053 – Security Engineer II

IDENTIFICATION	JOB SUMMARY

CLASSIFICATION CODE

6053

TITLE

Security Engineer II

STRUCTURE AND GRADE

17

FLSA STATUS

Exempt

The primary responsibility of this position is to assure that the County's data systems, networks, applications, and processes comply with generally acceptable industry security practices and meet security standards. The incumbent will be responsible for implementing and maintaining both system and network security solutions and working with software engineering staff to ensure application development and software selection is compliant with mandated standards.

This classification is an escalation point for Security Engineer I and is differentiated by incremental project leadership, peer enablement, and complexity of assignments.

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.

- Monitors firewalls, intrusion detection/prevention systems, anti-malware solutions, security data monitoring, event logs, and security patching;
- Proactively addresses security issues and/or elevate for management review;
- Develops and maintains information security procedures, standards, and guidelines for computer system environments;
- Develops plans and recommends the implementation of critical, enterprise-wide security hardware and software solutions;
- Interacts with agency partners across Pima County;
- Monitors information security auditing tools and provides management-level reports as needed and in response to compliance audits;
- Performs system forensics and security incident investigations as required;
- Audits information systems for compliance, security and architectural containment and retirement standards;
- Reviews effectiveness of security measures to applicable policies and procedures and makes recommendations for change with respect to information security, remote access to systems, and networks, both physically and digitally;.
- Performs security audit scans of all computing devices in all domains and provides recommendations on risk mitigations and/or corrective actions.

PIMA COUNTY

6053 – Security Engineer II

MINIMUM QUALIFICATIONS

1) A Bachelor's degree from an accredited college, university or technical school **AND** five (5) years of experience in Information Security.
(Relevant experience and/or education from an accredited college or university may be substituted.)

OR:

2) Two (2) years with Pima County in a Security Engineer I position.

LICENSES AND CERTIFICATES

Some positions require a valid Arizona Class D driver license at the time of application or appointment. Some positions require industry-recognized certifications within the domain of information security or information technology. Some positions must possess and maintain as a condition of employment the Terminal Operator for ACJIS certification. Failure to maintain the required licensure shall be grounds for termination.

SPECIAL NOTICE ITEMS

Some positions may require satisfactory completion of a personal background investigation by the court or law enforcement agencies, due to the need for access to County Attorney and Court facilities, records, and communication systems. Occasional after hours and weekend hours are required to support system implementations and upgrades.

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.

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PHYSICAL / SENSORY WORK REQUIREMENTS

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs. or less. Other physical and sensory abilities will be determined by position

WORKING CONDITIONS

Working conditions will be determined by position.

PIMA COUNTY

6054 – Security Engineer III

IDENTIFICATION	JOB SUMMARY

CLASSIFICATION CODE

6054

Title

Security Engineer I

STRUCTURE AND GRADE

16

FLSA STATUS

Exempt

The primary responsibility of this position is to ensure that the County's data systems, networks, applications, and processes comply with generally acceptable industry security practices and meet Pima County's security standards. The incumbent will be responsible for leading, implementing, and maintaining both system and network security solutions and working with software engineering staff to ensure application development and software selection is compliant with mandated standards.

This classification is an escalation point for Security Engineer II and is differentiated by incremental technical expertise, architectural leadership, peer enablement, and complexity of assignments.

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.

- Monitors firewalls, intrusion detection/prevention systems, anti-malware solutions, security data monitoring, event logs, and security patching;
- Proactively addresses security issues and/or elevate for management review;
- Develops and maintains information security procedures, standards, and guidelines for computer system environments;
- Develops plans and recommends the implementation of critical, enterprise-wide security hardware and software solutions;
- Interacts with agency partners across Pima County;
- Monitors information security auditing tools and provides management-level reports as needed and in response to compliance audits;
- Performs system forensics and security incident investigations as required;
- Audits information systems for compliance, security and architectural containment and retirement standards;
- Reviews effectiveness of security measures to applicable policies and procedures and makes recommendations for change with respect to information security, remote access to systems, and networks, both physically and digitally;
- Performs security audit scans of all computing devices in all domains and provides recommendations on risk mitigations and/or corrective actions;
- Serves as Systems or Network Administrator as required;
- Provides security information and/or education assistance to information technology and County staff as required.

6054 – Security Engineer III

MINIMUM QUALIFICATIONS

1) A Bachelor's degree from an accredited college, university or technical school **AND** six (6) years of experience in Information Security.
(Relevant experience and/or education from an accredited college or university may be substituted.)

OR:

2) Two (2) years with Pima County in a Security Engineer II position.

LICENSES AND CERTIFICATES

Some positions require a valid Arizona Class D driver license at the time of application or appointment. Some positions require industry-recognized certifications within the domain of information security or information technology. Some positions must possess and maintain as a condition of employment the Terminal Operator for ACJIS certification. Failure to maintain the required licensure shall be grounds for termination.

SPECIAL NOTICE ITEMS

Some positions may require satisfactory completion of a personal background investigation by the court or law enforcement agencies, due to the need for access to County Attorney and Court facilities, records, and communication systems. Occasional after hours and weekend hours are required to support system implementations and upgrades.

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.

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PHYSICAL / SENSORY WORK REQUIREMENTS

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs. or less. Other physical and sensory abilities will be determined by position.

WORKING CONDITIONS

Working conditions will be determined by position.

PIMA COUNTY

6056 – Software Engineer I

IDENTIFICATION	JOB SUMMARY
CLASSIFICATION CODE 6056 **TITLE** Software Engineer I **STRUCTURE AND GRADE** 14 **FLSA STATUS** Exempt	This position provides technical and analytical expertise to support enterprise application systems and databases involving the design, development, implementation and ongoing support of systems, processes, and methods. Involved in all aspects of the software development cycle (SDLC) including reviewing and understanding business requirements documentation, completing system and application design, working with existing code libraries, writing application code in various languages, and performing troubleshooting analysis to identify code defects. Provides service for complex customer segments or enterprise-level application systems and databases of Pima County Information Technology Department (ITD), within an elected official's IT team or other department /work unit approved by the County Administrator. This classification is distinguished from the Software Developer by its focus on system design, process engineering, and complexity of assignments.

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.

- Performs software applications design and development duties;
- Meets with project managers and business analysts to obtain application requirements, and reviews business requirements documentation;
- Conducts research and analysis of systems, applications, and integrations to fully understand the impact of requirements on existing code or business processes;
- Designs and develops new applications and re-writes, updates, enhances and/or modifies existing applications based on established specifications;
- Performs unit and integration testing to identify any code deficiencies before progressing code to business analysis team;
- Performs code development activities using various programming languages, system utilities, tools, code libraries, database query languages, and system-level commands;
- Provides base operations support for all Information Technology department (ITD) applications and provides problem diagnosis and resolution to address reported issues with systems, applications, and integrations;
- Prepares systems processing and maintenance documentation;
- Participates in basic project estimating and forecasting;
- Participates in software quality assurance processes designed to identify errors in functionality, usability, and software performance;
- Executes application development activities that follow approved architectural models and standards;
- Responsible for other duties as assigned in support of the overall goals and functions of both the Department and Pima County.

PIMA COUNTY

6056 – Software Engineer I

MINIMUM QUALIFICATIONS

1.) A Bachelor's degree from an accredited college, university or technical school AND two (2) years of experience in software development;
(Relevant experience and/or education from an accredited college or university may be substituted.)

Or:

2) Two (2) years' experience with Pima County as an Applications Developer I or closely related position as determined by the department head at the time of recruitment.

LICENSES AND CERTIFICATES

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. Employees must attain and maintain access certification for all relevant departmental databases required of assigned position. Some positions must possess and maintain as a condition of employment the Terminal Operator for ACJIS certification. Failure to maintain the required licensure shall be grounds for termination.

SPECIAL NOTICE ITEMS

Some positions may require satisfactory completion of a personal background investigation by the court or law enforcement agencies, due to the need for access to County Attorney and Court facilities, records, and communication systems. Occasional after hours and weekend hours are required to support system implementations and deployments.

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.

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PHYSICAL / SENSORY WORK REQUIREMENTS

Other physical and sensory abilities will be determined by position

WORKING CONDITIONS

Typically performs duties in an office environment. Other working conditions will be determined by position

PIMA COUNTY

6057 – Software Engineer II

IDENTIFICATION	JOB SUMMARY

<table>
<tr><td>

CLASSIFICATION CODE

6057

TITLE

Software Engineer II

STRUCTURE AND GRADE

16

FLSA STATUS

Exempt

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This position provides advanced level of technical and analytical expertise to support enterprise application systems and databases involving the design, development, implementation and ongoing support of systems, processes, and methods. Involved in all aspects of the software development cycle (SDLC) including reviewing and understanding business requirements documentation, completing system and application design, working with existing code libraries, writing application code in various languages, and performing troubleshooting analysis to identify code defects. Provides service for complex customer segments or enterprise-level application systems and databases of Pima County Information Technology Department (ITD), within an elected official's IT team or other department /work unit approved by the County Administrator. This classification is distinguished from the Software Engineer I by its focus on system design and architecture, process engineering, complexity of assignments and mentoring.

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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.

- Performs advanced-level software applications design and development duties;
- Meets with project managers and business analysts to obtain application requirements and reviews business requirements documentation;
- Conducts research and analysis of systems, applications, and integrations to fully understand the impact of requirements on existing code or business processes;
- Designs, architects, and develops new applications and re-writes, updates, enhances and/or modifies existing applications based on established specifications;
- Performs unit and integration testing to identify any code deficiencies before progressing code to business analysis team;
- Performs code development activities using various programming languages, system utilities, tools, code libraries, database query languages, and system-level commands;
- Provides base operations support for all Information Technology applications and provides problem diagnosis and resolution to address reported issues with systems, applications, and integrations;
- Prepares systems processing and maintenance documentation;
- Participates in project estimating and forecasting;
- Participates in software quality assurance processes designed to identify errors in functionality, usability, and software performance;
- Executes application development activities that follow approved architectural models and standards;
- Provides technical mentoring and direction to other software engineers to ensure they have the information required to complete their assigned tasks;
- Responsible for other duties as assigned in support of the overall goals and functions of both the Department and Pima County.

PIMA COUNTY

6057 – Software Engineer II

MINIMUM QUALIFICATIONS

1) A Bachelor's degree from an accredited college, university or technical school AND five (5) years of experience in software development.
(Relevant experience and/or education from an accredited college or university may be substituted.)

OR:

2) Two (2) years with Pima County in a Software Engineer I position.

LICENSES AND CERTIFICATES

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. Some positions must possess and maintain as a condition of employment the Terminal Operator for ACJIS certification. Failure to maintain the required licensure shall be grounds for termination. Employees must attain and maintain access certification for all relevant departmental databases required of assigned position.

SPECIAL NOTICE ITEMS

Some positions may require satisfactory completion of a personal background investigation by the court or law enforcement agencies, due to the need for access to County Attorney and Court facilities, records, and communication systems. Occasional after hours and weekend hours are required to support system implementations and deployments.

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.

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PHYSICAL / SENSORY WORK REQUIREMENTS

Other physical and sensory abilities will be determined by position

WORKING CONDITIONS

Typically performs duties in an office environment. Other working conditions will be determined by position.

PIMA COUNTY

6058 – Software Engineer III

IDENTIFICATION	JOB SUMMARY

IDENTIFICATION

CLASSIFICATION CODE

6058

TITLE

Software Engineer III

STRUCTURE AND GRADE

18

FLSA STATUS

Exempt

JOB SUMMARY

This position designs, models, develops, and supports complex data management systems for customer segments primarily within the Information Technology (IT) Department, or other department/work unit approved by the County Administrator. Manages technical implementations of information systems and develops overall data architectures that support the information needs in a flexible but secure environment. This classification is distinguished from the Software Engineer II by its focus on team leadership and managing the architecture, design and technical implementation of information systems and associated database environments.

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.

- Performs expert-level software applications design and development duties;
- Meets with project managers and business analysts to obtain application requirements, and reviews business requirements documentation;
- Conducts research and analysis of systems, applications, and integrations to fully understand the impact of requirements on existing code or business processes;
- Designs, architects, and develops new applications and re-writes, updates, enhances and/or modifies existing applications based on established specifications;
- Performs unit and integration testing to identify any code deficiencies before progressing code to business analysis team;
- Performs code development activities using various programming languages, system utilities, tools, code libraries, database query languages, and system-level commands;
- Provides base operations support for all Information Technology applications and provides problem diagnosis and resolution to address reported issues with systems, applications, and integrations;
- Prepares systems processing and maintenance documentation;
- Participates in project estimate forecasting;
- Participates in software quality assurance processes designed to identify errors in functionality, usability, and software performance;
- Executes application development activities that follow approved architectural models and standards as well as contributing to the evolution of those models and standards;
- Provides technical mentoring and direction to other software engineers and developers to ensure they have the information required to complete their assigned tasks;
- Provides technical and architectural direction and leadership to the team and decision-makers;
- Responsible for other duties as assigned in support of the overall goals and functions of both the Department and Pima County.

6058 – Software Engineer III

MINIMUM QUALIFICATIONS

1.) A Bachelor's degree from an accredited college, university or technical school AND six (6) years of experience in software development;
(Relevant experience and/or education from an accredited college or university may be substituted.)

OR:

2) Two (2) years with Pima County in a Software Engineer II position.

LICENSES AND CERTIFICATES

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. Some positions must possess and maintain as a condition of employment the Terminal Operator for ACJIS certification. Failure to maintain the required licensure shall be grounds for termination. Employees must attain and maintain access certification for all relevant departmental databases required of assigned position.

SPECIAL NOTICE ITEMS

Some positions may require satisfactory completion of a personal background investigation by the court or law enforcement agencies, due to the need for access to County Attorney and Court facilities, records, and communication systems. Occasional after hours and weekend hours are required to support system implementations and deployments.

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.

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PHYSICAL / SENSORY WORK REQUIREMENTS

Other physical and sensory abilities will be determined by position.

WORKING CONDITIONS

Typically performs duties in an office environment. Other working conditions will be determined by position

PIMA COUNTY

6059 – Systems Administrator I

IDENTIFICATION	JOB SUMMARY

CLASSIFICATION CODE

6059

TITLE

Systems Administrator I

STRUCTURE AND GRADE

14

FLSA STATUS

Exempt

This position provides technical and analytical support for enterprise, line of business systems involving the design, development, construction, implementation, and ongoing support of systems, processes, and methods. Provides service for enterprise-level application systems for Pima County Information Technology Department (ITD), within an elected official's IT team or other department/work unit approved by the County Administrator.

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.

- Performs system administration duties such as installation, configuration, and operational support for enterprise systems;
- Provides system administration services including setting up new service and user accounts, monitoring account usage to ensure compliance with best practice security procedures;
- Provides escalated technical support services including troubleshooting and resolving customer problems;
- Provides support for security related incidents;
- Assists a team with developing technical solutions for multiple departments and/or elected officials;
- Assists with developing resolutions to project-related technical issues;
- Assists with the preparation of test cases for evaluation and participates in system testing;
- Assists with preparation and development of implementation plans for system level changes;
- Supports server maintenance activities including installation of hardware and software, testing, and backup and restore procedures;
- Monitors network/server performance, bandwidth requirements, and resource allocation;
- Participates in system design, capacity planning, development of upgrade plans, benefit analysis of new technologies, backup and restore strategies and disaster recovery planning;
- Assists with coordinating and executing information technology tasks and projects;
- Develops documentation including network diagrams, system configuration, ports, and data flow;
- Participates in change management procedures;
- Participates in patch and operating system software release testing;
- Responsible for other duties as assigned in support of the overall goals and functions of both the Department and Pima County.

PIMA COUNTY

6059 – Systems Administrator I

MINIMUM QUALIFICATIONS

1.) A Bachelor's degree from an accredited college, university or technical school AND two (2) years of experience in system administration;
(Relevant experience and/or education from an accredited college or university may be substituted.)

OR:

2.) Two (2) years with Pima County in an Applications Developer I or closely-related position as determined by the department head at the time of recruitment.

LICENSES AND CERTIFICATES

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. Some positions must possess and maintain as a condition of employment the Terminal Operator for ACJIS certification. Failure to maintain the required licensure shall be grounds for termination. Within six months of employment, employees must attain and maintain access certification for all relevant departmental databases required of assigned position.

SPECIAL NOTICE ITEMS

Some positions may require satisfactory completion of a personal background investigation by the court or law enforcement agencies, due to the need for access to County Attorney and Court facilities, records, and communication systems. Occasional after hours and weekend hours are required to support system implementations, upgrades or respond to emergency after hours support tickets.

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

Typically performs duties in an office environment. Other working conditions will be determined by position.

PIMA COUNTY

6060 – Systems Administrator II

IDENTIFICATION	JOB SUMMARY

CLASSIFICATION CODE

6060

TITLE

Systems Administrator II

STRUCTURE AND GRADE

16

FLSA STATUS

Exempt

This position provides technical and analytical support for enterprise, line of business systems involving the design, development, construction, implementation and ongoing support of systems, processes and methods. Provides service for enterprise-level application systems for Pima County Information Technology Department (ITD), within an elected official's IT team or other department/work unit approved by the County Administrator. This classification is distinguished from the System Administrator I by its focus on system design, process engineering, and complexity of assignments.

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.

- Performs system administration duties such as participating in the development of architecture, configuration and operational support for complex enterprise systems;
- Provides system administration services including setting up new service and user accounts, monitoring account usage to ensure compliance with best practice security procedures;
- Provides escalated technical support services including troubleshooting and resolving customer problems;
- Leads in the support of security related incidents;
- Assists a team in developing technical solutions for multiple departments and/or elected officials;
- May lead in developing resolutions to project related technical issues;
- Assists with the preparation of test cases for evaluation and participates in system testing;
- Assists with preparation and development of implementation plans for system level changes;
- Supports server maintenance activities including installation of hardware and software, testing, and backup and restore procedures;
- Monitors network/server performance, bandwidth requirements, and resource allocation;
- May lead in system design, capacity planning, development of upgrade plans, benefit analysis of new technologies, backup and restore strategies and disaster recovery planning;
- May lead in coordinating and executing information technology tasks and projects;
- Develops documentation including network diagrams, system configuration, ports, and data flow;
- Participates in change management procedures;
- Participates in patch and operating system software release testing;
- Responsible for other duties as assigned in support of the overall goals and functions of both the Department and Pima County.

PIMA COUNTY

6060 – Systems Administrator II

MINIMUM QUALIFICATIONS

1.) A Bachelor's degree from an accredited college, university or technical school **AND** and five (5) years of experience in system administration;
(Relevant experience and/or education from an accredited college or university may be substituted.)

OR:

2) Two (2) years with Pima County in a Systems Administrator I position.

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. Some positions must possess and maintain as a condition of employment the Terminal Operator for ACJIS certification. Failure to maintain the required licensure shall be grounds for termination. Employees must attain and maintain access certification for all relevant departmental databases required of assigned position.	Some positions may require satisfactory completion of a personal background investigation by the court or law enforcement agencies, due to the need for access to County Attorney and Court facilities, records, and communication systems. Occasional after hours and weekend hours are required to support system implementations, upgrades or respond to emergency after hours support tickets.

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.	**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	WORKING CONDITIONS
Physical and sensory abilities will be determined by position.	Typically performs duties in an office environment. Other working conditions will be determined by position.

PIMA COUNTY

6061 – Systems Administrator III

IDENTIFICATION	JOB SUMMARY
CLASSIFICATION CODE 6061 **TITLE** Systems Administrator III **STRUCTURE AND GRADE** 18 **FLSA STATUS** Exempt	This position provides technical and analytical support for enterprise, line of business systems involving the design, development, construction, implementation and ongoing support of systems, processes and methods. Provides service for enterprise-level application systems for Pima County Information Technology Department (ITD), within an elected official's IT team or other department/work unit approved by the County Administrator. This classification is distinguished from the System Administrator II by its focus on architecting systems, process engineering, and complexity of assignments. Which may include supervision of staff.

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.

- Performs system administration duties such as developing the architecture, configuration and operational support for complex enterprise systems;
- Provides system administration services including setting up new service and user accounts, monitoring account usage to ensure compliance with best practice security procedures;
- Provides escalated technical support services including troubleshooting and resolving customer problems;
- Leads in the support of security-related incidents;
- May lead a team in developing technical solutions for multiple departments and/or elected officials;
- Leads in developing resolutions to project related technical issues;
- Leads in the preparation of test cases for evaluation and participates in system testing;
- Leads in preparation and development of implementation plans for system level changes;
- Supports server maintenance activities including installation of hardware and software, testing, and backup and restore procedures;
- Monitors network/server performance, bandwidth requirements, and resource allocation;
- Leads in system design, capacity planning, development of upgrade plans, benefit analysis of new technologies, backup and restore strategies and disaster recovery planning;
- Leads in coordinating and executing information technology tasks and projects;
- Develops documentation including network diagrams, system configuration, ports, and data flow;
- Participates in change management procedures;
- Participates in patch and operating system software release testing;
- May supervise staff;
- Responsible for other duties as assigned in support of the overall goals and functions of both the Department and Pima County.

6061 – Systems Administrator III

MINIMUM QUALIFICATIONS

1.) A Bachelor's degree from an accredited college, university or technical school AND six (6) years of experience in system administration.
(Relevant experience and/or education from an accredited college or university may be substituted.)

OR:

2.) Two (2) year with Pima County in a Systems Administrator II position.

LICENSES AND CERTIFICATES

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. Some positions must possess and maintain as a condition of employment the Terminal Operator for ACJIS certification. Failure to maintain the required licensure shall be grounds for termination. Employees must attain and maintain access certification for all relevant departmental databases required of assigned position.

SPECIAL NOTICE ITEMS

Some positions may require satisfactory completion of a personal background investigation by the court or law enforcement agencies, due to the need for access to County Attorney and Court facilities, records, and communication systems. Occasional after hours and weekend hours are required to support system implementations, upgrades or respond to emergency after hours support tickets. . Occasional after hours and weekend hours are required to support system implementations, upgrades or respond to emergency after hours support tickets.

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

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PHYSICAL / SENSORY WORK REQUIREMENTS

Physical and sensory abilities will be determined by position.

WORKING CONDITIONS

Typically performs duties in an office environment. Other working conditions will be determined by position.