



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 4/16/2024

**= Mandatory, information must be provided*

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

***Title:**

Classification and Compensation Matters - New Job Classifications

***Introduction/Background:**

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

***Discussion:**

The new job classifications are:

1. Assistant Director – Development Services
2. Engineering Assistant III
3. Engineering Division Manager
4. Epidemiology Program Manager
5. Groundskeeper II - KSC
6. Licensed Master Social Worker
7. Real Property Services Chief Real Estate Appraiser
8. Real Property Services Manager
9. Property Appraiser III
10. Property Technician III

***Conclusion:**

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

***Recommendation:**

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

Class Code: 2010, Class Title: Assistant Director – Development Services, Pay Grade: 19, Salary Range: \$102,213 - \$153,320, EEO Code: 1 (Officials-Administrators), FLSA Code: Exempt (not paid overtime).

Class Code: 6012, Class Title: Engineering Assistant III, Pay Grade: 15, Salary Range: \$66,536 - \$93,150, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 2011, Class Title: Engineering Division Manager, Pay Grade: 19, Salary Range: \$102,213 - \$153,320, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 2013, Class Title: Epidemiology Program Manager, Pay Grade: 15, Salary Range: \$66,536 - \$93,150, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 6016, Class Title: Groundskeeper II - KSC, Pay Grade: 05, Salary Range: \$39,820 - \$53,757, EEO Code: 8 (Service-Maintenance), FLSA Code: Non-Exempt (paid overtime).

Class Code: 6009, Class Title: Licensed Master Social Worker, Pay Grade: 11, Salary Range: \$52,251 - \$73,151, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 2014, Class Title: Real Property Services Chief Real Estate Appraiser, Pay Grade: 17, Salary Range: \$80,508 - \$112,711, EEO Code: 1 (Officials-Administrators), FLSA Code: Exempt (not paid overtime).

Class Code: 2015, Class Title: Real Property Services Manager, Pay Grade: 16, Salary Range: \$73,189 - \$102,465, EEO Code: 1 (Officials-Administrators), FLSA Code: Exempt (not paid overtime).

Class Code: 6020, Class Title: Property Appraiser III, Pay Grade: 12, Salary Range: \$54,863 - \$76,809, EEO Code: 1 (Officials-Administrators), FLSA Code: Exempt (not paid overtime).

Class Code: 6021, Class Title: Property Technician III, Pay Grade: 12, Salary Range: \$54,863 - \$76,809, EEO Code: 6 (Administrative Support), FLSA Code: Non-Exempt (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 department from within its current budgets. Cost impact in future budget years will be planned for by the department through the County's normal budget process.

***Board of Supervisor District:**

1 2 3 4 5 All

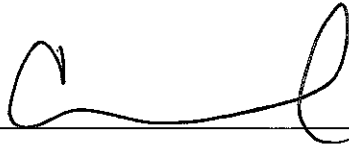
Department: Human Resources

Telephone: 520-724-8028

Contact: Dustin Green

Telephone: 520-724-8111

Department Director Signature: _____



Date: _____

3/25/24

Deputy County Administrator Signature: _____



Date: _____

County Administrator Signature: _____

Date: _____

3/26/24



PIMA COUNTY

2010 – Assistant Director – Development Services

IDENTIFICATION

JOB SUMMARY

CLASSIFICATION CODE

2010

TITLE

Assistant Director – Development Services

STRUCTURE AND GRADE

19

FLSA STATUS

Exempt

This classification directs, plans, and implements department business systems, strategic direction, and financial administration as executive leaders serving the operational and financial needs of the department. Incumbents within this classification provide direction and guidance to professional and support staff and report to a Deputy Director and/or Director of Development Services. This is a classification in the unclassified service and is exempt from the Merit System Rules.

ESSENTIAL FUNCTIONS

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

- Creates and implements business strategies and strategic plans for division(s) and programs across Development Services;
- Maps business processes and engages department staff, other departments, and stakeholders in continuous process improvement using metrics for timeliness and quality;
- Responds to queries from the public, the media, other departments, the County Administrator and the Board of Supervisors by identifying the issues, researching and preparing responses and coordinating any needed additional response efforts including data reports, mapping and analysis;
- Assists the director and key staff in planning, developing, reviewing and revising departmental goals, objectives, long- and short-term strategic plans;
- Assists in the development of performance objectives for program areas, individual projects and the department as a whole, and assists in the analysis of data to continually measure performance;
- Develops, implements and evaluates technical, operational and administrative processes to provide timely, cost-effective service to departmental clients including the evaluation of new systems and software;
- Provides professional development opportunities for staff growth, including skill gap analysis, mentorship and performance planning;
- Represents the department on boards, committees, commissions, at meetings, conferences, public hearings and other public forums to address technical aspects of current and proposed projects and like issues;
- Compiles, analyzes and monitors departmental financial and budget information and develops budget recommendations for director’s consideration including audit preparation and system reconciliation between department software and treasury balances;
- Provides technical oversight and makes recommendations regarding the hardware, software and other specialized department tools needed for efficient and innovative delivery of service;
- May act as department director in the absence of the director and execute technical and financial documents on behalf of the department.



PIMA COUNTY

2010 – Assistant Director – Development Services

MINIMUM QUALIFICATIONS

A Bachelor's degree from an accredited college or university with a major in business administration, finance, regional development, information technology, management or a related field as determined by the department head at the time of recruitment and six years operations and/or technical management experience in a public or private-sector setting.

(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. Failure to maintain the required licensure shall be grounds for termination.

SPECIAL NOTICE ITEMS

N/A

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

WORKING CONDITIONS

The Assistant Director of Development Services operates within a professional office setting, conducting desk-based tasks and attends meetings.

Regular, daily attendance is an essential function for this position.

Occasionally facilitates meetings or represents the Department at external meetings, media interviews or community partner events, at times, off regular work hours.



PIMA COUNTY

6012 – Engineering Assistant III

IDENTIFICATION

JOB SUMMARY

CLASSIFICATION CODE

6012

TITLE

Engineering Assistant III

STRUCTURE AND GRADE

15

FLSA STATUS

Exempt

Performs senior or advanced level field and office pre-registration engineering work by applying engineering theories, principles, and standards to a variety of complex projects and processes in the design and support of highway safety and development. This classification is distinguished from the Engineering Assistant II by its role of greater responsibility in supervising or leading a team of engineering assistants or technicians and performance of more complex work.

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.

- Analyzes and resolves engineering problems in connection with standards and designs involved in maintaining and constructing public works facilities;
- Interprets engineering and administrative directives, policies and standards;
- Reviews design plans and technical reports for private development for conformance to County standards;
- Leads the work of engineering assistants and technicians engaged in the preparation and review of designs, technical reports, or studies;
- Completes or reviews drawings, specifications, plans, estimates and preliminary reports for construction and improvement projects;
- Participates in the administration of contract solicitation and selection;
- Prepares or reviews technical reports or studies;
- Performs research, investigative and design work.
- Analyzes alternatives to determine the most desirable routes, locations and various design features for projects;
- Supervises and maintains work schedule for assigned personnel.



PIMA COUNTY

6012 – Engineering Assistant III

MINIMUM QUALIFICATIONS

- 1) A Bachelor's degree from an accredited college or university with a major in engineering or closely related field as determined by the department head at the time of recruitment and four years of pre-registration engineering experience and one year of supervisory or project/program management experience.
(Additional relevant engineering experience and/or education from an accredited college or university may be substituted)

OR

- 2) Three years of experience with Pima County as an Engineering Assistant II.

LICENSES AND CERTIFICATES

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

Applicants for positions in this classification with a pending graduation date, must provide documentation of the pending graduation date from the awarding college/university's registrar's office at the time of application. If applicant provides a pending graduation date, proof of degree awarded must be submitted to the department upon appointment..

SELECTION PROCEDURE

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PHYSICAL / SENSORY WORK REQUIREMENTS

Physical and sensory abilities will be determined by position.

WORKING CONDITIONS

The working condition for this position is an office environment with occasional field reviews, and evening public meetings.



PIMA COUNTY

2011 – Engineering Division Manager

IDENTIFICATION

JOB SUMMARY

CLASSIFICATION CODE

2011

This classification is reserved for qualified Engineers managing the activities of a Division within a Public Works Department.

TITLE

Engineering Division Manager

STRUCTURE AND GRADE

19

FLSA STATUS

Exempt

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.

- Plans, organizes, directs and manages the activities of a division performing engineering work within a Public Works Department;
- Plans, schedules, assigns and coordinates work in accordance with project schedules to meet department deadlines;
- Coordinates division activities internally within the department and externally with other departments and outside agencies;
- Advises department leadership on projects, and develops long-range plans and strategy to meet department goals for time and quality of review;
- Participates in the development of departmental policies and procedures;
- Prepares the division budget and participates in the development of the departmental budget;
- Responds to the more difficult public complaints in area of responsibility;
- Plans, organizes, directs, and reviews the work of engineering groups in the design and construction of all types of public works projects such as streets, storm drains, sewers, buildings, grading projects, and related structures and improvements;
- Coordinates planning and design standards with other Public Works departments, and outside governmental agencies;
- Supervises the environmental requirements and processes to meet state and federal requirements for projects;
- Represents assigned department at various meetings with other government agencies and the public;
- Maintains records and prepares and reviews correspondence, reports, and studies.



PIMA COUNTY

2011 – Engineering Division Manager

MINIMUM QUALIFICATIONS

A Bachelor’s degree from an accredited college or university with a major in civil engineering, hydrology, transportation planning, a physical science or a related field as determined by the department head at time of recruitment and five years of professional experience, including three years supervising activities in the area of specialization.

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

LICENSES AND CERTIFICATES

SPECIAL NOTICE ITEMS

Registration as a Professional Engineer is required at the time of appointment for some positions, in which case State of Arizona registration is required within six months from the time of appointment. All positions require a valid Arizona Class D driver license at the time of application. Failure to obtain/maintain the required registration/licensures shall be grounds for termination. N/A

SELECTION PROCEDURE

EEO INFORMATION

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PHYSICAL / SENSORY WORK REQUIREMENTS

WORKING CONDITIONS



PIMA COUNTY

2013 – Epidemiology Program Manager

IDENTIFICATION

JOB SUMMARY

CLASSIFICATION CODE

2013

TITLE

Epidemiology Program Manager

STRUCTURE AND GRADE

15

FLSA STATUS

Exempt

The Epidemiology Program Manager oversees administration and business operations for the Epidemiology Division. This position works closely with the Epidemiologists who perform the day-to-day operations of each assigned program(s) and reports directly to the Epidemiology Division Manager. This role requires an understanding of epidemiology, biostatistics, public health principles, program management, and community engagement.

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, develops, implements, and manages complex public health epidemiological studies and surveillance systems;
- Develops program goals, objectives, policies, and procedures, and establishes short- and long-range program performance plans subject to management review;
- Hires, trains, reviews, and evaluates the work of assigned staff;
- Initiates and participates in special public health and research projects;
- Provides guidance, expertise, and technical assistance;
- Develops and maintains relationships with public health stakeholders; coordinates department activities with those of other departments and outside agencies and organizations;
- Informs division and department leadership of outbreaks and other issues that impact or have the potential to impact the community;
- Evaluates, develops, and prepares program grant applications and funding proposals;
- Performs other duties as assigned.



PIMA COUNTY

2013 – Epidemiology Program Manager

MINIMUM QUALIFICATIONS

A Master's degree from an accredited college or university in epidemiology, biostatistics, bioinformatics, or closely related field as defined by the department head at the time of recruitment and five (5) years of professional experience in epidemiological investigations and operations, with two (2) years of supervisory experience.

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

LICENSES AND CERTIFICATES

SPECIAL NOTICE ITEMS

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

SELECTION PROCEDURE

EEO INFORMATION

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PHYSICAL / SENSORY WORK REQUIREMENTS

WORKING CONDITIONS



PIMA COUNTY

6016 – Groundskeeper II - KSC

IDENTIFICATION

JOB SUMMARY

CLASSIFICATION CODE

6016

TITLE

Groundskeeper II - KSC

STRUCTURE AND GRADE

05

FLSA STATUS

Non Exempt

Performs groundskeeping and maintenance work to ensure that sports fields within the assigned areas of Pima County Kino Sports Complex are safe and prepared for events. Certified Applicator broadcasting herbicide/pesticide as needed to control noxious weeds/grasses in public parks. The job classification is distinguished from the Groundskeeper I by its requirement to possess an Arizona certification as an herbicide/pesticide applicator and lead other groundskeeping 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 application or incumbent by the supervisor.

- Performs groundskeeping duties within the assigned areas of Pima County Kino Sports Complex, including, but not limited to, mowing, aerating, applying fertilizer, herbicides, and pesticides, and maintaining irrigation systems;
- Performs duties within the assigned areas to maintain and prepare fields for sports and/or special events, including, but not limited to, painting foul lines and logos, checking the accuracy of measurements, laying sod, and repairing potholes;
- Performs daily water readings of the Complex's pump house, managing the maintenance log and reporting issues to the appropriate personnel;
- Performs maintenance duties before and after scheduled events at the Complex, including, but not limited to, controlling traffic, setting up barricades, and conducting pre-event set up and post-event clean up;
- Maintains documentation for the inventory, ordering, and purchasing process for Kino Sports Complex groundskeeping supplies;
- Maintains logs within the assigned areas for equipment repair and inspection and the use of safety equipment;
- Participates in annual training classes for OSHA (risk management) and CPR certification;
- Leads other Groundskeepers in the absence of the supervisor.



PIMA COUNTY

6016 – Groundskeeper II - KSC

MINIMUM QUALIFICATIONS

1) One year of experience performing duties in landscape, grounds maintenance, arborist, equipment operator, general handyman or similar duties in a specific skill, craft, vocation, trade or operational area of employment and possess an Arizona certification as an herbicide/pesticide applicator license (Category #3-Ornamental and Turf).
(Relevant experience and/or training/education from an accredited trade school, college or university may be substituted.)

OR

2) Six months of experience within Pima County as a Groundskeeper I or a similar level job, and possess an Arizona certification as an herbicide/pesticide applicator license (Category #3-Ornamental and Turf).

LICENSES AND CERTIFICATES

SPECIAL NOTICE ITEMS

All positions are required to possess an Arizona certification as an herbicide/pesticide applicator (Category #3-Ornamental and Turf). All positions require a valid Arizona Class D driver license at the time of application. Some positions may require possession of a valid Arizona Commercial Driver License (CDL) with appropriate endorsement(s) at the time of appointment or prior to completion of an initial/promotional probation period. Positions requiring a CDL are also subject to applicable State of Arizona and federal standards, rules, and regulations on physical requirements including drug and alcohol testing. Failure to maintain the required licensure shall be grounds for termination.

N/A

SELECTION PROCEDURE

EEO INFORMATION

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

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PHYSICAL / SENSORY WORK REQUIREMENTS

WORKING CONDITIONS

Constantly operates and inspects mechanical equipment
Constantly positions self to use, inspect, clean or repair tools and machinery
Constantly observes details at close range

Works outdoors performing groundskeeping duties fore the sports fields within the assigned areas of Pima County Kino Sports Complex.



PIMA COUNTY

6016 – Groundskeeper II - KSC

Frequently required to exchange accurate information
Frequently remains in a stationary position
Frequently moves tools and equipment weighing up to 50 pounds across the manufacturing floor
Frequently operates a motor vehicle safely and legally, in accordance with applicable state and federal transportation laws
Occasionally moves tools and equipment weighing up to 75 pounds across the manufacturing floor
Occasionally ascends/descends machinery and equipment to repair/service
Must have valid driver license and clean driving record



PIMA COUNTY

6009 – Licensed Master Social Worker

IDENTIFICATION

JOB SUMMARY

CLASSIFICATION CODE

6009

TITLE

Licensed Master Social Worker

STRUCTURE AND GRADE

11

FLSA STATUS

Exempt

The Licensed Master Social Worker provides a wide range of biopsychosocial assessments and preliminary diagnostic impressions, advocacy, supportive counseling, crisis intervention, and /or case management services to individuals as part of the holistic defense team. The work of the LMSW is critical in assisting clients address the many factors that underlie their involvement with the justice system with the goal of addressing those needs and making a difference in the lives of our clients and community.

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.

- Completes bio-psychosocial assessments, suicide risk assessments, and other clinical forms and assessment tools;
- Provides individual and group psycho-education and crisis intervention services;
- Coordinates with the multi-disciplinary team regarding client care;
- Develops and coordinates client discharge/re-entry plans;
- Obtains relevant treatment records, and coordinates care with family members, community providers, and others relevant to the client’s care and community re-entry plan;
- Maintains and updates a list of community resources to support the patient's transition and re-entry back to the community, including civil commitment procedures, and criminal justice processes;
- May supervise MSW Interns.
- Identifies, collects and reviews a vast array of records relating to clients’ life history; including family background, prior personal relationships, education, medical history, mental health history, employment, and criminal history to assist in mitigation development;
- Conducts relevant research related to application of mitigating and aggravating legal factors for the development of written reports and oral advocacy;
- Conducts culturally competent social history investigations by establishing on-going relationships with the client, their family, and other close associates, and interviewing witnesses who are knowledgeable about the client at every phase of life;
- Formulates extensive researched mitigation and social history reports to aid in a client’s defense, plea negotiations, homicide panel presentations, and sentencing;
- Identifies experts in a variety of disciplines including psychology, trauma, and neurodevelopment, to assist in the legal defense of clients;
- Provides consultation to attorneys and other team members on mental health, substance use disorders, and developmental needs of clients and utilizes this expertise to assist in a client’s defense;
- Advocates for and assist clients in specialty and diversion courts to assist in their successful completion of the requirements;
- Initiates and maintains accurate case files and notes related to care provided, including referrals and related forms.



PIMA COUNTY

6009 – Licensed Master Social Worker

MINIMUM QUALIFICATIONS

A Master’s degree from an accredited college or university in social work AND current licensure by the Arizona Board of Behavioral Health Examiners as a Licensed Master Social Worker (LMSW), AND two years of full-time behavioral health work experience.

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

LICENSES AND CERTIFICATES

All positions require a valid, unrestricted license issued by the Arizona State Board of Behavioral Health Examiners as a Licensed Master Social Worker (LMSW). Some positions require a valid Arizona Class D driver license at the time of application. 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

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EEO INFORMATION

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PHYSICAL / SENSORY WORK REQUIREMENTS

WORKING CONDITIONS



PIMA COUNTY

2014 – Real Property Services Chief Real Estate Appraiser

IDENTIFICATION

JOB SUMMARY

CLASSIFICATION CODE

2014

TITLE

Real Property Services Chief Real Estate Appraiser

STRUCTURE AND GRADE

17

FLSA STATUS

Exempt

The Real Property Services Chief Appraiser position is housed within the Real Property Services Department. The role involves providing real property valuation services to Real Property Services staff, client departments, and constituents. This includes contracting with vendors for appraisal services, managing Real Property Services appraisal staff to complete appraisals and valuation products, providing initial budget estimates for future CIP projects and acquisitions, and overseeing potential sales of surplus property. Additionally, the Chief Appraiser conducts internal appraisal services, including nominal waivers, commercial appraisals, residential appraisals, and review appraisals. The Chief Appraiser is considered the subject matter expert regarding opinions of value. This classification is in the unclassified service and is exempt from the Merit System Rules.

ESSENTIAL FUNCTIONS

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

- Manages the hiring of outside appraisal contractors to provide valuation services to Pima County and the Pima County Flood Control District. Valuation services include fee simple market value, leased fee market value and market lease rates for County or District owned property;
- Manages County Real Property Appraiser I & II in the delivery of various appraisal products including appraisals, budget estimates, reviews and nominal waivers;
- Originates budget estimates, nominal waiver estimates, commercial appraisals, residential appraisals on behalf of client departments;
- Reviews all appraisals, budget estimates and nominal waivers;
- Serves as technical appraisal expert for valuation as part of real property acquisitions and leases;
- May be required to provide court testimony of property acquired through the eminent domain process;
- Duties include processing files, document retention, and oversight of all appraisal related matters;
- Trains and evaluates staff.



PIMA COUNTY

2014 – Real Property Services Chief Real Estate Appraiser

MINIMUM QUALIFICATIONS

(1) Bachelor’s degree from an accredited college or university with a major in real estate, finance, business administration, public administration or a closely related field as defined by the appointing authority and four years of experience appraising real property. (Additional relevant experience and/or education from an accredited college or university may be substituted.) Must have knowledge of methods and techniques used in real property appraising, acquisition and management; real estate terminology and the legal instruments affecting the transfer, sale and lease of real property; uniform standards of professional appraisal practice; building construction costs; state and federal laws and regulations pertaining to real estate appraisal and acquisition in the public sector; local zoning and land use plans; principles and practices of effective supervision; use of computer networks and systems, databases, spreadsheets and word processing.

OR

(2) Four years of experience with Pima County as a Real Property Appraiser II, Real Property Appraisal Supervisor or similar level job classification performing property appraisals, acquisition, and management.

LICENSES AND CERTIFICATES

SPECIAL NOTICE ITEMS

Position requires a valid Arizona Certified General Real Estate Appraisal License. Position requires a valid Arizona Class D driver license at the time of application. Failure to maintain the required licensure shall be grounds for termination.

SELECTION PROCEDURE

EEO INFORMATION

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PHYSICAL / SENSORY WORK REQUIREMENTS

WORKING CONDITIONS

Constantly operates a computer and other office equipment;
Constantly observes details at close range;
Frequently remains in a stationary position;
Occasionally moves about inside an office.

The Real Property Services Chief Appraiser operates within a professional office setting, conducting both desk-based tasks and field work. Regular, daily attendance is an essential function for this position.



PIMA COUNTY

2015 – Real Property Services Manager

IDENTIFICATION

JOB SUMMARY

CLASSIFICATION CODE

2015

TITLE

Real Property Services Department Manager

STRUCTURE AND GRADE

16

FLSA STATUS

Exempt

The Real Property Services Manager position resides in the Real Property Services Department, managing the real property acquisition services and real property management services division of Real Property for client departments and constituents. This is a classification in the unclassified service and is exempt from the Merit System Rules.

ESSENTIAL FUNCTIONS

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

- Manages acquisition negotiations to ensure fair and reasonable financial considerations for the County, Flood Control District and private property owners;
- Manages property management issues for Pima County and District properties;
- Manages advisory services to County departments regarding county ordinances, policies and state/federal requirements for property acquisition and relocations;
- Manages compilation and maintenance of records for property acquisition per the State of Arizona record retention requirement;
- Manages the contractual arrangements and services to all affected parties to legally convey property/property rights to the County or Flood Control District, including preparation of legal instruments for the conveyance of real property/property rights;
- Manages the determination of property owner eligibility for relocation payments, calculation of payment amounts, completion of forms and advisory assistance to property owners and occupants affected by relocation processes;
- Manages RPS staff during the acquisition and negotiations for real property/property rights acquired by the County or District. Serves as the technical expert on real property acquisition for the department and other supported departments/agencies;
- Manages complicated or sensitive negotiations, including the research, preparation and review of legal descriptions and legal documents such as leases, easements, licenses, exchanges and purchase sale agreements;
- Trains and evaluates staff.



PIMA COUNTY

2015 – Real Property Services Manager

MINIMUM QUALIFICATIONS

- (1) Bachelor's degree from an accredited college or university with a major in business or public administration, real estate, planning, urban planning or civil engineering or a related field as determined by the department head at the time of recruitment and four years of experience conducting the sale, transfer, or management of real property rights, relocation of persons and businesses displaced by government projects or programs, which included a minimum of two of the required four years of experience must be in negotiating the disposition property rights. (Negotiation experience may be concurrent with the two years of more general experience). (Experience limited to rental or leasing of residential properties is not qualifying experience for general or negotiating experience.) (Relevant experience and/or education from an accredited college or university may be substituted.)

OR

- (2) Three years of experience with Pima County as a Real Property Acquisition Agent II, or Real Property Services Supervisor or similar level job classification performing right-of-way appraisal, acquisition and management or conducting the sale or transfer of real property.

LICENSES AND CERTIFICATES

SPECIAL NOTICE ITEMS

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

SELECTION PROCEDURE

EEO INFORMATION

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

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 operates a computer and other office equipment.
Constantly observes details at close range.
Frequently remains in a stationary position.
Occasionally moves about inside an office.
Rarely participates in external events.

The Real Property Services Manager operates within a professional office setting, conducting desk-based tasks. Field inspections may be required. Regular, daily attendance is an essential function for this position.



PIMA COUNTY

6020 – Title Property Appraiser III

IDENTIFICATION

JOB SUMMARY

CLASSIFICATION CODE

6020

TITLE

Property Appraiser III

STRUCTURE AND GRADE

12

FLSA STATUS

Exempt

Appraises personal, residential, commercial, land and/or industrial property for tax purposes, and develops and defends property valuation. Assists in the coordination of section projects and leads other appraisal staff. This is distinguished from Property Appraiser II by the complexity of duties in developing and defending industrial and commercial property valuations and the ability to lead other appraisal 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.

- Leads other property appraisal staff, which includes assisting the supervisor in the planning of the workload, and the assignment of work to other staff;
 - Performs complex research and analysis developing and defending industrial, and commercial property valuations;
 - Compiles and analyzes data to establish value of commercial, industrial, land, residential and personal property for tax appraisal;
 - Contacts commercial accounts in the field to gather information for appraisals;
 - Locates, computes and appraises secured and unsecured personal property of commercial, industrial and agricultural businesses, residential rental complexes and ranches in accordance with Department of Revenue guidelines and state statutes;
 - Gathers, verifies and analyzes information regarding sales of real property;
 - Reviews depreciation schedules, asset lists, financial statements and annual department forms to verify taxable property and to extract net operating income;
 - Inspects and appraises property at market value using established cost, market and income approaches to valuation and correlates data into a single estimate of value;
 - Makes corrections to applied valuations based on field inspections and other research;
 - Reviews valuations when petitioned by taxpayers, and defends, arbitrates or testifies about properties before property owners, boards of valuation and courts of law, and appears as an expert witness in Superior Court cases;
 - Explains assessment procedures to individual taxpayers;
 - Utilizes and maintains departmental databases, spreadsheets and related networks; May lead and/or train appraisal support staff;
- Performs other lead functions assisting with staff training and development.



6020 – Title Property Appraiser III

MINIMUM QUALIFICATIONS

(1) Four years of experience in construction, real estate and/or property appraisal and one year of education in regional development, civil engineering, urban planning, property appraisal and/or real estate.

(Acceptable real estate experience includes establishing value through research of sales of comparable properties. Acceptable construction experience includes estimating and obtaining building permits.)

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

OR:

(2) Two years of experience with Pima County as a Property Appraiser II or Property Technician II.

LICENSES AND CERTIFICATES

Within one year of hire must complete the Arizona Department of Revenue Level II Certification courses to qualify for Appraisal or Assessor Certification issued or recognized by the State of Arizona Department of Revenue (ARS 42-13006). Some positions require a valid Arizona Class D driver license at the time of application. Failure to obtain/maintain the required licensure/certification/registration 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

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PHYSICAL / SENSORY WORK REQUIREMENTS

WORKING CONDITIONS



PIMA COUNTY

6021 – Property Technician III

IDENTIFICATION

JOB SUMMARY

CLASSIFICATION CODE

6021

TITLE

Property Technician III

STRUCTURE AND GRADE

12

FLSA STATUS

Non Exempt

Researches and interprets, maps (CAD), transfer of ownership information and property improvements for complex property title records. Assigns Assessor Parcel Number (APN) identification and ownership history to new subdivisions, parcel splits and combinations. Determines eligibility of Nonprofit/Organization exemption and complex senior freeze programs. Assists in the coordination of section projects and lead other property technician staff. This classification is distinguished from the Property Technician - II classification by the complexity of property, exemption applications, splits and related duties. and the ability to lead other property technician 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.

- Leads other property technician staff, which includes assisting the supervisor in the planning of the workload, and the assignment of work to other staff;
- Performs complex metes and bounds property splits or combinations to create new parcels in accordance with legally recorded land transfer documents and subdivision plats;
- Assigns new parcel numbers, determines property description of new parcels, calculates parcel square footage, validates correct ownership, and performs detailed data entry into the Parcel Management (CAD/GIS/CAMA) system;
- Designs and arranges map elements on electronic cadastral maps and creates parcel overlays within the Parcel Management (CAD/GIS/CAMA) system;
- Resolves multi-parcel splits from lengthy curvilinear, non-rectangular metes and bounds property descriptions from recorded land transfers documents (deeds, patents, legal instruments, land contracts, etc.), conduct extensive research for problematic document recordings;
- Updates and maintains databases, maps, spreadsheets, logs, files in automated systems such as annexation registry, irrigation tables, TaxM module, classmaster, or exemptions application compliance with Arizona Revised Statutes and regulations;
- Inspects and evaluates contents of property records after parcel splits or combinations prior to data being released for publication; verify property description, ownership, preliminary maps, accuracy of parcel numbers assigned by Property Technician
- Evaluates and determines eligibility of non-profit/organizational exemption status and complex senior freeze programs per statutory requirements;
- Conducts field inspections to verify property characteristics for Manufactured Homes, Business status and Exemption activities;
- Responds to taxpayer petition of valuations;

6021 – Property Technician III

- Compiles and analyzes centrally valued assessment data received; dollar balance account totals prior to conveyance of assessed valuations for tax billing;
- Reviews, analyzes special taxing district boundary change requests, assign tax areas, monitor activity and update database and district maps within the Parcel Management (CAD/GIS/CAMA) system to maintain accuracy;
- Coordinates and communicates technical information to support staff, taxpayers and other governmental entities regarding problematic (those unable to be processed) splits and combines, annexations, special districts, exemption application or property classification issues;
- Operates computer graphics equipment, may perform scanning tasks, and/or develop and perform complex GIS processing tasks;
- Assists in the maintenance of standards, practices, and work measurements and provides regular work status reports;
- Completes special or complex projects as requested by supervisor;
- Performs other lead functions assisting with staff training and development.

MINIMUM QUALIFICATIONS

- (1) Four years of experience performing real estate title work or property appraisal work that required interpretation of complex, legal descriptions.
- OR:
- (2) Two years of experience with Pima County as a Property Technician II, OR Property Appraiser II.

LICENSES AND CERTIFICATES

Licenses and Certificates: Within one year of hire must complete the Arizona Department of Revenue Level 2 Certification courses to qualify for Appraisal or Assessor Certification issued or recognized by the State of Arizona Department of Revenue (ARS 42-13006). Some positions require a valid Arizona Class D driver license at the time of application. Failure to obtain/maintain the required licensure/certification/registration 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.

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PHYSICAL / SENSORY WORK REQUIREMENTS

WORKING CONDITIONS