

COB - BOSAIR FORM

10/15/2025 4:24 PM (MST)

Submitted by Autumn.OConnor@pima.gov (Autumn.Oconnor@pima.gov)



BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Award Type: Agenda Item

Is a Board Meeting Date Requested? Yes

Requested Board Meeting Date: 11/04/2025

Project Title / Description: Classification and Compensation Matters - New Job Classification

Agenda Item Report

Introduction / Background: The Human Resources Department has created a new job classification to be added to our Classification System.

Discussion: The proposed new job classifications requested for the Conservation Lands and Resources Department's reorganization are as follows:

Historic Preservation Officer
Cultural Resources Compliance Manager
Historic Preservation Analyst
Cultural Resources Compliance Analyst
Cultural Resources Coordinator

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 a salary grade appropriate to the body of work inherent to the position and the qualifications required to perform it.

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

Class Code: 2109, Class Title: Historic Preservation Officer, Pay Grade: 18, Salary Range: \$92,081.60 - \$138,112.00, EEO Code: 1 (Officials and Administrators), FLSA Code: Exempt (not paid overtime).

Class Code: 2110, Class Title: Cultural Resources Compliance Manager, Pay Grade: 16, Salary Range: \$75,816.00 - \$106,163.20, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 2111, Class Title: Historic Preservation Analyst, Pay Grade: 15, Salary Range: \$68,931.20 - \$96,512.00, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

Class Code: 2112, Class Title: Cultural Resources Compliance Manager, Pay

Grade: 15, Salary Range: \$68,931.20 - \$96,512.00, EEO Code: 2 (Professionals),
FLSA Code: Exempt (not paid overtime).

Class Code: 6113, Class Title: Cultural Resources Coordinator, Pay Grade: 11,
Salary Range: \$54,142.40 - \$75,774.40, 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 positions allocated to these classifications will be borne by the user department from within their current budget. Cost impact in future budget years will be planned for by the user department through the County's normal budget process.

Support of Prosperity Initiative:

N/A

**Provide information that explains
how this activity supports the
selected Prosperity Initiative**

N/A

Board of Supervisor District:

- 1
- 2
- 3
- 4
- 5

Department:

Human Resources

Name:

Autumn O'Connor

Telephone:

520-724-8672

Department Director Signature: _____

Date: _____

Deputy County Administrator Signature: _____

Date: _____

County Administrator Signature: _____

Date: _____



2109 – Historic Preservation Officer

IDENTIFICATION

CLASSIFICATION CODE

2109

TITLE

Historic Preservation Officer

STRUCTURE AND GRADE

18

FLSA STATUS

Exempt

JOB SUMMARY

The Historic Preservation Officer serves as Pima County's lead authority on cultural resource management and historic preservation, ensuring county-wide compliance with federal, state, and local laws and policies. This role oversees the Cultural Resources & Historic Preservation Office, manages staff and programs, and provides expert guidance to departments, elected officials, and project stakeholders. Responsibilities include regulatory oversight, interagency coordination, grant acquisition, public education, and stewardship of historic assets—including National Historic Landmarks—while integrating preservation principles into county planning, development, and conservation efforts. 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.

- Directs and manages the Pima County Cultural Resources & Historic Preservation Office, including staff supervision, budgeting, and program coordination.
- Ensures County adherence to federal, state, and local historic preservation laws, including the National Historic Preservation Act and Arizona State Historic Preservation laws.
- Oversees cultural resource compliance for private sector projects to meet county regulatory requirements.
- Serves as the County's lead liaison with regulatory agencies, tribal governments, and the Tucson-Pima County Historical Commission.
- Administers applications for Historic Zone and Landmark Zone designations and manage protected cultural resource databases.
- Oversees at least two National Historic Landmarks (Titan Missile Museum, Tumamoc Hill) and monitors county conservation lands.
- Identifies, documents, and preserves cultural resources while securing and administering preservation grants.
- Develops and delivers educational programs, workshops, and partnerships with historical societies and tribal entities.
- Provides expert guidance on historic preservation to the Board of Supervisors, County Administration, and the public.
- Works with developers, planners, and architects to integrate preservation into project planning and implementation.



2109 – Historic Preservation Officer

MINIMUM QUALIFICATIONS

A Graduate degree (M.A. or Ph.D.) from an accredited college or university in history, archaeology, anthropology, historic preservation, or a closely related field as defined by the department head at the time of recruitment and five years' experience in cultural resources management, historic preservation or a related field as determined by the appointing authority at the time of recruitment which includes three years of supervisory and/or managerial experience **AND** meets professional qualifications for either a "Project Director" or "Principal Investigator" per rules implementing the Arizona Antiquities Act (A.R.S. 41-841, et seq., 41-865) **AND** meets Secretary of the Interior Professional Qualifications Standards for archaeology or architectural history or historic architecture.

LICENSES AND CERTIFICATES

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.

SPECIAL NOTICE ITEMS

Occasional evening or weekend hours may be required for meetings or public events. Travel within Pima County is required; occasional out-of-county travel may be necessary.

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

Work requires visual and auditory acuity; clear verbal communication; and manual dexterity for computer use and document handling. Must be able to sit or stand for extended periods, walk over uneven terrain, and occasionally lift up to 25 pounds. Any additional physical and sensory work requirements will be determined by position.

WORKING CONDITIONS

Work is performed in both office and field environments. Fieldwork may involve exposure to variable weather, rough terrain, and remote locations. Any additional working conditions will be determined by position.



2110 – Cultural Resources Compliance Manager

IDENTIFICATION

CLASSIFICATION CODE

2110

TITLE

Cultural Resources Compliance Manager

STRUCTURE AND GRADE

16

FLSA STATUS

Exempt

JOB SUMMARY

Manages Pima County's Cultural Resources Compliance and Regulatory Programs, ensuring compliance with federal, state, and local preservation laws, regulations, and policies across all county departments and projects. This role is responsible for enforcing compliance standards, supervising cultural resources compliance program staff, and managing the regulatory review process for all departments and units of Pima County. Reporting to the Pima County Historic Preservation Officer (PCHPO), the Cultural Resources Compliance Manager ensures the county's adherence to the National Historic Preservation Act, Arizona State Historic Preservation laws, and local ordinances/policies to protect and manage cultural resources in both public and private sector developments. This is a classification in the unclassified service and is exempt from the Merit System Rules.

ESSENTIAL FUNCTIONS

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- Supervises and mentors compliance program staff by assigning tasks, tracking progress, providing professional development, and conducting performance evaluations to ensure effective regulatory compliance.
- Oversees County-wide compliance with federal, state, and local preservation laws including the National Historic Preservation Act and the Arizona Antiquities Act for both County projects and private sector activities.
- Assists in implementing Pima County Board of Supervisors Policy C3.17 requiring cultural resource protection, ensuring documentation and reporting accuracy.
- Manages compliance databases and GIS mapping systems, maintaining accurate and secure records.
- Assists the Historic Preservation Officer by serving as a point of contact between Pima County and local, state, and federal agencies, tribal governments, and the Tucson-Pima County Historical Commission.
- Presents County projects for regulatory review and oversees Historic Zone and Landmark Zone designation applications.
- Advises developers, planners, and architects on integrating historic preservation into their projects.
- Supports educational initiatives and partnerships to enhance public awareness of cultural resource compliance and preservation.



2110 – Cultural Resources Compliance Manager

MINIMUM QUALIFICATIONS

A Graduate degree (M.A. or Ph.D.) from an accredited college or university in history, archaeology, anthropology, historic preservation, or a closely related field as defined by the department head at the time of recruitment and three years' experience in cultural resources management, historic preservation or a related field as determined by the department head at the time of recruitment which includes two years of supervisory and/or managerial experience **AND** meets professional qualifications for either a "Project Director" or "Principal Investigator" per rules implementing the Arizona Antiquities Act (A.R.S. 41-841, et seq., 41-865) **AND** meets Secretary of the Interior Professional Qualifications Standards for archaeology or architectural history or historic architecture.

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WORKING CONDITIONS

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2111 – Historic Preservation Analyst

IDENTIFICATION

CLASSIFICATION CODE

2111

TITLE

Historic Preservation Analyst

STRUCTURE AND GRADE

15

FLSA STATUS

Exempt

JOB SUMMARY

Supports Pima County's cultural resources compliance and preservation programs, with a focus on historic-era resources. Reporting to the County's Historic Preservation Officer, this staff member conducts specialized archival research to assist the Cultural Resources Compliance Manager in ensuring regulatory compliance for County projects and private development. Additionally, this staff member collaborates with the Cultural Resources Preservation Manager in the documentation, management, and monitoring of historic-era resources on County conservation lands. This position is essential in gathering, analyzing, and interpreting archival data, comparing it with field investigations, and contributing to the County's commitment to cultural resources preservation through detailed record-keeping, compliance support, resource management, and public education.

ESSENTIAL FUNCTIONS

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- Serves as the primary contact for historical inquiries, providing information and guidance to County departments, agencies, and the public.
- Responds to public and internal requests with accessible historical information and assist with navigating local, state, and federal archives.
- Compiles and organizes historical records, maps, drawings, and photographs to support County projects and preservation efforts.
- Provides historical context and expertise during County project planning to ensure integration of preservation considerations.
- Prepares detailed reports to support regulatory compliance, preservation planning, and the documentation of County-managed properties.
- Collaborates with the Cultural Resources Preservation Manager to identify eligible County-owned cultural resources and lead the preparation of National Register of Historic Places nominations.
- Conducts historical research, compiles documentation, coordinates with the State Historic Preservation Office (SHPO), engages stakeholders and the public, and ensures all nominations meet federal and state standards for listing.
- Partners with departments and community organizations to deliver interpretive programs and promote awareness of local history.
- Develops signage, brochures, digital content, and exhibits to educate the public, aligned with the Pima County Cultural Heritage Interpretation Plan.



2111 – Historic Preservation Analyst

MINIMUM QUALIFICATIONS

A Graduate degree (M.A. or Ph.D.) from an accredited college or university in history, archaeology, anthropology, historic preservation, or a closely related field as defined by the department head at the time of recruitment and three years of experience in cultural resources management, historic preservation or a related field as determined by the department head at the time of recruitment **AND** meets Secretary of the Interior Professional Qualifications Standards for history, archaeology, architectural history, or historic architecture.

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2112 – Cultural Resources Compliance Analyst

IDENTIFICATION

CLASSIFICATION CODE

2112

TITLE

Cultural Resources Compliance Analyst

STRUCTURE AND GRADE

15

FLSA STATUS

Exempt

JOB SUMMARY

Supports the administration of Pima County's cultural resources compliance program by managing specific compliance and regulatory activities under the direction of the Cultural Resources Compliance Manager. This position ensures the county's adherence to federal, state, and local preservation laws, supports interdepartmental project review, and provides technical and regulatory expertise in cultural resource protection. This position will assist with stakeholder outreach, coordination with regulatory agencies, and the development of policies and procedures that protect Pima County's historic and archaeological resources. This is a classification in the unclassified service and is exempt from the Merit System Rules.

ESSENTIAL FUNCTIONS

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- Evaluates public and private development projects, permits, and plans for potential impacts to cultural resources in compliance with federal, state, and local preservation laws.
- Coordinates with tribal nations, the State Historic Preservation Office, and other agencies to facilitate required consultation and ensure appropriate treatment of cultural resources.
- Prepares scopes of work, budgets, and schedules; oversee cultural resource projects and consultant performance.
- Reviews consultant reports and maintain accurate records, correspondence, and inventories in accordance with professional standards.
- Maintains cultural resource databases and GIS maps to support compliance tracking, reporting, and planning.
- Collaborate with internal County departments to advise on cultural resource considerations pertaining to project development and implementation.
- Contributes to updates of County preservation policies and guidelines; prepare and review grant applications and proposals.
- Supports community engagement efforts, including public presentations and educational initiatives promoting cultural heritage stewardship.



2112 – Cultural Resources Compliance Analyst

MINIMUM QUALIFICATIONS

A Graduate degree (M.A. or Ph.D.) from an accredited college or university in history, archaeology, anthropology, historic preservation, or a closely related field as defined by the department head at the time of recruitment and two years of experience in cultural resources management, historic preservation or a related field as determined by the department head at the time of recruitment, **AND** meets professional qualifications for either a “Project Director” or “Principal Investigator” per rules implementing the Arizona Antiquities Act (A.R.S. 41-841, et seq., 41-865) **AND** meets Secretary of the Interior Professional Qualifications Standards for archaeology or architectural history or historic architecture.

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6113 – Cultural Resources Coordinator

IDENTIFICATION

CLASSIFICATION CODE

6113

TITLE

Cultural Resources Coordinator

STRUCTURE AND GRADE

11

FLSA STATUS

Exempt

JOB SUMMARY

Supports the management, protection, and documentation of Pima County's cultural, historical, and archaeological resources. Under the direction of the Cultural Resources Preservation Manager, this position primarily conducts fieldwork for both compliance-related and stewardship activities, including monitoring of County-managed lands, support for regulatory reviews, and cultural resources documentation. The Cultural Resources Coordinator also contributes to reporting, public education, research, and volunteer program support.

ESSENTIAL FUNCTIONS

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- Conducts cultural resources fieldwork, including pedestrian surveys, condition assessments, and monitoring for both regulatory compliance and stewardship of County-managed lands and easements.
- Contributes to background research and documentation using County databases, archival sources, maps, and Geographic Information Systems (GIS).
- Assists in the preparation of compliance, monitoring, and preservation planning reports, including data entry, mapping, and formatting.
- Supports field assessments and documentation in response to internal and external reports concerning cultural resources.
- Works with the Cultural Resources Program Manager I on field planning, methodology development, and reporting standards.
- Assists with the development and delivery of educational materials and programs, including support for the Site Steward Program and volunteer engagement.
- Participates in coordination with Tribes, agencies, and stakeholders under the direction of the Preservation Manager.
- Assists in maintaining and implementing cultural resource management and monitoring plans.



6113 – Cultural Resources Coordinator

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in history, archaeology, anthropology, historic preservation, or a closely related field as defined by the department head at the time of recruitment and one year of fieldwork experience in cultural resources management, historic preservation or a related field as determined by the department head at the time of recruitment. (Relevant experience and/or education from an accredited college or university may be substituted.)

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