

COB - BOSAIR FORM

10/14/2025 4:23 PM (MST)

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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 Medical Director classification will add a medical leadership role to the Detainee and Crisis Systems Department, overseeing medical services at adult and juvenile detention facilities. This position will support the Correctional Health Program design, accreditation maintenance, and quality improvement efforts, while also providing clinical supervision.

Conclusion: The proposed new job classification will provide an accurate description of the work assigned to these positions within the user department. Furthermore, the proposed new job classification has 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 classification be approved for use within the County's classification system:
Class Code: 2114, Class Title: Medical Director - Detainee and Crisis Systems, Pay Grade: 25, Salary Range: \$256,443.20 - \$410,300.80, EEO Code: 1 (Officials and Administrators), FLSA Code: Exempt (not paid overtime).

Fiscal Impact: The creation of this new classification has no immediate cost impact to the County as any additional costs incurred in hiring a position allocated to the classification 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

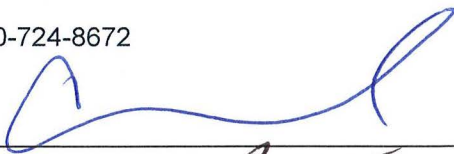
Name:

Autumn O'Connor

Telephone:

520-724-8672

Department Director Signature: _____



Date: _____

10/14/25

Deputy County Administrator Signature: _____



Date: _____

10-16-2025

County Administrator Signature: _____

Date: _____

10/16/2025



2114 - Medical Director - Detainee and Crisis Systems

IDENTIFICATION

CLASSIFICATION CODE

2114

TITLE

Medical Director - Detainee and Crisis Systems

STRUCTURE AND GRADE

25

FLSA STATUS

Exempt

JOB SUMMARY

The Medical Director position resides in the Detainee and Crisis Systems Department, providing oversight of medical services provided at both the adult and juvenile detention facilities. Responsibilities involve ensuring quality care is delivered at our detention facilities, maintaining accreditation, program design, engaging in quality improvement, providing clinical supervision, conducting research, and acting as a medical expert to County Administration. Skills needed include research, communication, analysis, and knowledge of correctional healthcare, public jurisdiction roles, applicable federal, and state regulations, and County policies.

ESSENTIAL FUNCTIONS

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

- Provides oversight of medical services provided at the adult and juvenile detention facilities, including participation in monthly leadership meetings with custody staff;
- Engages with contracted medical providers to ensure efficient, effective, and timely delivery of care;
- Participates in Serious Adverse Event Reviews (SAERs), helping to develop improved processes, and assisting in quality assurance and compliance monitoring;
- Assists in medical, mental health, and opiate treatment program accreditation renewal applications, visits, and remedies;
- Operationalizes the 1115 Medicaid Waiver, including developing policies/procedures, and assisting the department in gaining an AHCCCS provider ID;
- Assists in correctional health program design and implementation;
- Develops "preferred provider" relationships with community health agencies to promote intentional reentry connections and community treatment adherence;
- Provides County Administration and the Board of supervisors with updates about the medical care at our detention facilities and provide advice and recommendations about quality-of-care improvements;
- Assists in the development and implementation of research studies;
- Acts as a liaison for the department at state and national industry conferences as a subject matter expert.



2114 - Medical Director - Detainee and Crisis Systems

MINIMUM QUALIFICATIONS

A medical degree from an accredited college or university, AND eight years of experience in correctional healthcare administration, which included five years within a leadership or executive level role.

LICENSES AND CERTIFICATES

A valid medical license, in good standing, to practice medicine in the state of Arizona is required. Certification as a Certified Correctional Health Professional (CCHP) is required, or must be obtained within six (6) months of hire. A valid Arizona Class D driver's license may be required at the time of application or appointment. Failure to obtain / maintain the required licensure/certification shall be grounds for termination.

SPECIAL NOTICE ITEMS

Requires 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

Physical and sensory work requirements will be determined by position.

WORKING CONDITIONS

Working conditions will be determined by position.