

COB - BOSAIR FORM

09/24/2025 4:26 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.

Record Number:

Award Type:

Agenda Item

Is a Board Meeting Date Requested?

Yes

Requested Board Meeting Date:

10/14/2025

Agenda Item Report

Record Number:

Title:

Classification and Compensation Matters - New Job Classification

Introduction / Background:

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

Discussion:

The proposed Procurement Officer II classification will add a senior-level role to the Procurement Department, providing leadership and mentoring to other procurement staff. This position will also guide strategic sourcing, contract management, reporting, and best practices.

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: 6108, Class Title: Procurement Officer II, Pay Grade: 16, Salary Range: \$75,816.00 - \$106,163.20, 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

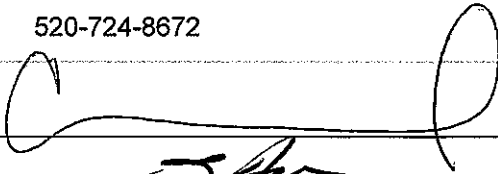
Name:

Autumn O'Connor

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520-724-8672

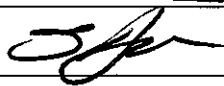
Department Director Signature:



Date:

9/25/25

Deputy County Administrator Signature:



Date:

9-26-2025

County Administrator Signature:



Date:

9/26/2025



6108 – Procurement Officer II

IDENTIFICATION

CLASSIFICATION CODE

6108

TITLE

Procurement Officer II

STRUCTURE AND GRADE

16

FLSA STATUS

Exempt

JOB SUMMARY

The Procurement Officer II manages strategic sourcing, purchasing, and contract administration of high-value commodities, services, and projects within a centralized procurement environment. This senior-level position differs from the Procurement Officer I role by providing leadership, aligning continuous process improvements with the mission and vision and beliefs of the Procurement Department.

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 and mentors procurement staff, offering guidance on strategic sourcing, contract management, reporting, and procurement best practices;
- Plans, organizes, and coordinates sourcing strategies for high-value and complex requirements; Identifies opportunities for process improvements and implements innovative solutions;
- Facilitates cross-functional teams to ensure timely, cost-effective, and compliant procurement of goods and services;
- Assists the Procurement Division Manager in aligning long-term strategic objectives for managing commodities, services, and contracts;
- Oversees complex solicitations for strategic commodities and projects with the departmental goals and objectives;
- Maintains confidentiality and security of sensitive procurement information;
- Evaluates and recommends the procurement method(s) or sourcing strategy for each requirement to maximize value, ensure compliance, and ensure efficiency;
- Monitors and assesses procurement program performance;
- Develops key performance metrics and recommends improvements in sourcing and contract management;
- As assigned by the Division Manager, oversees updates and maintenance of procurement templates, documents, and procedures to ensure compliance with County procurement codes and policies;
- Coordinates investigations and prepare reports related to vendor protests and disputes;
- Leads contract negotiations for strategic commodities, services, and design/construction contracts to secure favorable terms and pricing;
- Analyzes Procurement Card (PCard) and non-contract invoice reports to ensure compliance with procurement policies and identify competitive sourcing opportunities;
- Represents or acts on behalf of the Procurement Division Manager within assigned areas and as directed;
- Assists in the digital transformation of procurement systems, processes and dashboards.



6108 – Procurement Officer II

MINIMUM QUALIFICATIONS

- 1) A Bachelor's degree from an accredited college or university in public administration, business administration, purchasing, materials management, engineering, architecture, or a related field as determined by the department head at the time of recruitment **AND** five years of professional procurement experience related to contract writing, administration, or commodity management.
(Relevant experience and/or education from an accredited college or university may be substituted.)
OR:
- 2) Three years of experience with Pima County in a Procurement Officer I or related position as determined by the department head at 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 obtain / maintain the required licensure shall be grounds for termination.

SPECIAL NOTICE ITEMS

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 requirements will be determined by position.

WORKING CONDITIONS

Working conditions will be determined by position.