



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 7/2/2024

*= 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 Sheriff's Department has requested a new job classification.

***Discussion:**

The new job classification requested is:

1. Public Safety Data Technician II

The Public Safety Data Technician II job classification is necessary to provide a lead role within the assigned work unit to oversee and provide guidance to the Public Safety Data Technician I positions in the absence of the unit supervisor.

***Conclusion:**

The proposed new Public Safety Data Technician II job classification will provide an accurate description of the work assigned to the staff performing lead duties overseeing and providing guidance to the Public Safety Data Technician I positions within the Sheriff's Department.

***Recommendation:**

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

Class Code: 6031, Class Title: Public Safety Data Technician II, Salary Grade: 06, Salary Range: \$41,811 - \$56,445, EEO Code 6 (Administrative Support), FLSA Code Non-Exempt (paid overtime).

***Fiscal Impact:**

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

Deputy County Administrator Signature: _____

Date: _____

County Administrator Signature: _____

Date: _____



PIMA COUNTY

6031 - Public Safety Data Technician II

IDENTIFICATION

CLASSIFICATION CODE

6031

TITLE

Public Safety Data Technician II

STRUCTURE AND GRADE

06

FLSA STATUS

Non Exempt

JOB SUMMARY

Leads Staff providing support to Pima County law enforcement by validating, processing, entering, retrieving and clearing information from local, state and national computer system files. Assists law enforcement officers by confirming criminal justice information, coordinating extraditions and issuing victim notifications.

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 Public Safety Data Technician I positions in creating, querying, and scanning national, state, and local computer databases and manual systems for information retrieval and verification (e.g., warrants, missing persons, stolen property);
- Determines the priority of emergency and non-emergency teletype, telephonic or fax inquiries and responds accordingly within the time limitations specified by state and federal guidelines;
- Inputs, researches and retrieves data for case enrichment of crime reports and develops and identifies suspects for investigative officer follow-up;
- Validates and researches felony, misdemeanor, and civil warrants and coordinates with law enforcement personnel and the courts for processing, entry, and clearing from local, state, and national computer systems;
- Enters and verifies certified complaint dismissals, satisfied, canceled or served information for fugitive warrants received from law enforcement agencies, jails, and the courts;
- Coordinates extradition of fugitives wanted in Pima County, by acting as a liaison between law enforcement agencies such as the Pima County Attorney, Arizona State Attorney General and Governor's office;
- Informs victims and other law enforcement agencies of arrests made, via teletype, telephone or by mail, and documents notifications in compliance with the Victim's Bill of Rights, the Arizona Constitution and applicable Arizona revised statutes;
- Periodically conducts audits of active computerized records for accuracy and consistency as required by the state and Federal Bureau of Investigation;
- Maintains security and confidentiality of all materials and information encountered in duties;
- Participates in the training of new hires;
- May be required to testify in court in an official capacity as a departmental employee.



PIMA COUNTY

6031 - Public Safety Data Technician II

MINIMUM QUALIFICATIONS

(1) A high school diploma or General Education Development (GED) certification and three years of experience processing legal documents in a law enforcement, corrections, probation or legal setting.

OR:

(2) Two years of experience with Pima County as a Records Technician, Public Safety Specialist, Public Safety Transcription Technician or other similar level 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 obtain / 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

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

WORKING CONDITIONS

Constantly works in an indoor environment