

# COB - BOSAIR FORM

01/27/2026 3:55 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:**

**02/17/2026**

**Project Title / Description:**

**Classification and Compensation Matters - New Job Classification**

## Agenda Item Report

**Introduction / Background:**

Finance and Risk Management has requested that the Human Resources Department create a new job classification to be added to our Classification System.

**Discussion:**

The new job classification is:

**Job Title**

**1. Financial Information Systems Manager**

**User Department**

**Finance**

**Conclusion:**

The proposed new job classification will provide an accurate description of the work assigned to the position within the 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: 2118, Class Title: Financial Information Systems Manager, Pay Grade: 18, Salary Range: \$93,392.00 - \$140,067.20, 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

Telephone:

520-724-8672

Department Director Signature: \_\_\_\_\_

Date:

1/30/26

Deputy County Administrator Signature: \_\_\_\_\_

Date:

1-30-2026

County Administrator Signature: \_\_\_\_\_

Date:

1/30/2026

## 2118 - Financial Information Systems Manager

### IDENTIFICATION

*CLASSIFICATION CODE*

2118

*TITLE*

Financial Information Systems Manager

*STRUCTURE AND GRADE*

18

*FLSA STATUS*

Exempt

### JOB SUMMARY

This position serves as a subject matter expert for Pima County's Financial Information Systems and works closely with the Information Technology Department (IT) to optimize the use of Workday Financials and related systems across the organization. The role supports the implementation and management of system integrations and business process design for accounting, budgeting, procurement, grants, and reporting functions. It ensures that financial systems operate reliably and that data and reporting meet organizational needs. The position also facilitates change management and system adoption, providing end-user documentation and training as needed. Additionally, it develops and maintains management and analytical reports and dashboards using financial and human capital management data to support decision-making and monitor organizational performance.

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 needs and will be communicated to the applicant or incumbent by the supervisor.

- Serves as a subject matter expert for Pima County's financial systems, optimizing their use to support accounting, budgeting, procurement, grants, and reporting.
- Collaborates with IT and other Finance staff to implement and maintain system integrations, upgrades, and cross-functional projects.
- Monitors system performance to ensure data accuracy, integrity, and reliability for reporting, analytics, and compliance.
- Develops, maintains, and produces management and analytical reports and dashboards using financial and Human Resources data.
- Recommends and supports custom reports, functions, and integrations to meet operational and reporting needs.
- Provides technical support and guidance for reporting and analytics issues, including troubleshooting and documentation.
- Assist in creating training materials, user guides, and resources to support system adoption and effective use by Finance staff.
- Analyzes system performance and user needs to identify opportunities for process and reporting improvements.
- Leads Finance team participation in cross-functional system initiatives, ensuring alignment with organizational goals.
- Supports compliance and audits requirements through accurate reporting, data validation, and reconciliation activities.

## **2118 - Financial Information Systems Manager**

### **MINIMUM QUALIFICATIONS**

A Bachelor's degree from an accredited college or university with a major in Accounting, Business Administration, Finance, Information Systems, or a related discipline as determined by the department head at the time of recruitment **and** three years of progressively responsible experience in Financial Information Systems.

(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 or appointment. Failure to 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 abilities will be determined by position.

### **WORKING CONDITIONS**

Working conditions will be determined by position.