



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: September 15, 2015

Title: Classification and Compensation Matters - New Classification

Introduction/Background:

This new classification was requested by the Assistant County Administrator over Public Works Administration. Pima County routinely coordinates with utilities when building new infrastructure. The County also regulates its Rights-of-way, and provides permits to utility companies for their infrastructure expansion. Currently, there is no single point of contact for utility companies when dealing with Pima County. The Utility Liaison classification/position would provide a single point of contact, providing utility companies with an someone to assist them with issues related to their business.

Discussion:

Utility infrastructure is a key economic driver and a basic necessity in regional business attraction. Providing assistance to utility companies to efficiently expand their service areas is essential to attracting new businesses to the region. Issues related to infrastructure expansion span multiple County departments; Transportation controls the right-of-way; Development Services provides permits for work in Pima County right-of-way; Real Property maintains the utility license and franchise agreements; Facilities Management engages with utility companies for County needs; and Wastewater coordinates infrastructure investment and expansion with a variety of utilities via a joint trench model.

Conclusion:

The Utility Liaison will provide continuity and be an ombudsman for the utility companies in their interactions with the County. Having a single point of contact for utility companies to work with in the County system will improve relationships, efficiency, and ultimately the cost of service to the end users.

Recommendation:

It is recommended that Classification Code 7168, Classification Title Utility Liaison - Unclassified, Salary Grade U3, Salary Range \$54,100 - \$123,136, EEO Code 2 (professional), FLSA Code Exempt (not paid overtime), be approved, effective September 15, 2015.

Fiscal Impact:

The creation of this new classification has no immediate cost impacts to the County as any additional costs incurred in hiring positions allocated to this classification will be borne by the department from within its current budget. Cost impacts in future budget years will be planned for by the department through the County's normal budget process. Furthermore, cost savings will accrue from improved utility processing efficiencies.

Board of Supervisor District:

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ All

Department: Human Resources

Telephone: 724-8111

Department Director Signature/Date:

[Signature] 8/26/15

Deputy County Administrator Signature/Date:

[Signature] 8/27/15

County Administrator Signature/Date: C. Duellman 8/27/15

<p><i>Code:</i> 7168 <i>Title:</i> UTILITY LIAISON - UNCLASSIFIED</p>

SUMMARY: This classification works with public utilities and County departments to enhance the flow of information, provide dispute resolution and informed assistance, promote positive relationships, and provide support and advice on utility practices and other related matters. This classification is appointed, unclassified and exempt from the Pima County Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Serves as point of contact for utilities and departments for utility related issues, concerns, and complaints;
Investigates, evaluates, conducts research, formulates objective opinions, and develops recommendations for corrective action and preventative measures;
Develops workable relationships with utilities emphasizing cooperation and trust;
Maintains close liaison with departments and utilities to identify problem areas;
Confers with departments to provide support and advice on utility processes, requirements, standards, procedures, and other related matters;
Facilitates countywide utility coordination, planning, and management meetings;
Oversees utility coordination activities countywide for consistency, effectiveness, and compliance;
Assists in the identification of new, proposed, and amended legislation related to utilities which may impact the County, its operations, resources, and liabilities;
Monitors the dissemination of information to utilities such as policy changes and program schedules;
May directly supervise and evaluate professional and support staff.

KNOWLEDGE & SKILLS:

Knowledge of:

- relevant local, state, and federal laws, rules, regulations and technical standards appropriate to public utilities;
- organization, structure, operation, standards, and functional responsibilities of County departments;
- practices, standards, and operation of public utilities;
- techniques and practices for effective conflict resolution;

Skill in:

- defining problems, collecting data, establishing facts & drawing valid conclusions and recommendations;
- negotiating, dispute resolution, persuasion, information gathering, report writing;
- communicating effectively at all levels of government, both orally and in writing;
- safeguarding confidential and highly sensitive information;
- making objective judgments with an attitude towards protecting the public trust;
- establishing and maintaining effective working relationships with County departments and utility management;
- developing sound processes, procedures, and best practices within area of expertise and assignment.

DESIRED QUALIFICATIONS:

The appointing authority will determine the qualifications for this classification at the time of recruitment. Typically, an incumbent in this classification would be expected to have at least a Bachelor's degree from an accredited college or university in a field related to the assignment and a significant number of years of related professional experience in a public works environment.

OTHER REQUIREMENTS:

Licenses and Certificates: Some 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.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County