



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: July 11, 2017

Title: Classification and Compensation Matters - New Classification

Introduction/Background:

This new classification was requested by the Assistant County Administrator for Health Services.

Discussion:

Recent organizational changes to the Health Services Departments which removed the Pima Animal Care Center from under the authority of the Health Department and established the Pima Animal Care Center as a distinct department necessitates the creation of a classification for the position functioning as the Department Director. The Pima Animal Care Center is currently using a generic Administrative Services Support Manager-Unclassified (grade U4) job classification and using the functional title of Director.

Conclusion:

This proposed new classification will provide a more accurate description of the position that is responsible for operating the Pima Animal Care Center as the Department Director.

Recommendation:

It is recommended that the 7528/Pima Animal Care Center Director Classification (salary grade U4) be approved for use within the County's classification system.

Fiscal Impact:

The creation of this new classification has no immediate cost impacts to the County as any additional costs incurred in hiring a position allocated to this classification will be borne by the hiring departments from within the department's current budgets. Cost impacts 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: 724-2732

Contact: Colin Smith

Telephone: 724-8111

Department Director Signature/Date:

M. Spivey 6/22/17

Deputy County Administrator Signature/Date:

Jim Burk 6-22-17

County Administrator Signature/Date:

C. R. [Signature] 6/22/17

Code: 7528

Title: PIMA ANIMAL CARE CENTER DIRECTOR

SUMMARY: Under administrative direction of the Assistant County Administrator/Chief Medical Officer, this classification is responsible for planning, directing, coordinating and administering the functions and activities of Pima Animal Care Center (PACC) within Pima County government. This classification is in the unclassified service and is 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.)

Plans, organizes and directs all functions, programs and activities of PACC within Pima County government;

Determines the department's organizational structure and personnel needs, providing for the selection, training, supervision and evaluation of professional, technical, and clerical employees;

Formulates department procedures and policies, analyzes program effectiveness, and directs changes in programs;

Establishes policies and guidelines for negotiation of contracts and directs the negotiations;

Develops and reviews relevant County policies and procedures to ensure compliance with state guidelines and regulations relative to department and county operations;

Reviews proposed and new legislation and reports on impact relative to area of assignment;

Monitors programs and prepares management reports, summary reports and other informational reports;

Directs and coordinates activities with other County departments and with community agencies;

Directs the preparation of the annual budget and evaluates and monitors expenditures;

Responds to county and public inquiries and performs community relations activities;

Establishes and maintains liaison with federal, state, and local governmental agencies.

KNOWLEDGE & SKILLS:

Knowledge of:

- related county, state and federal laws, regulations and standards;
- principles and practices of administration, supervision and public program management;
- techniques of program development and evaluation, project economics and financial reporting;
- budget preparation and evaluation;
- communication and negotiation with varied constituencies and volunteer resources;
- existing best practices and trends relating to department operations and activities.

Skill in:

- planning, organizing and directing programs and activities relative to department;
- interpreting and implementing rules, regulations, policies and procedures related to department operations and activities;
- assessing program achievements and deficiencies and developing solutions to address problems;
- communicating effectively, both orally and in writing;
- supervising, training and evaluating personnel;
- negotiating contracts and monitoring contract compliance;
- communication, collaboration and essential coordination and support for large scale volunteer operations;
- defining community development and outreach objectives.

DESIRED QUALIFICATIONS:

Desired qualifications will be established by the appointing authority at the time of recruitment. Typically, an incumbent in this classification would be expected to have a bachelor's degree from an accredited college or university with a major in Business, Management, Public Administration or other related degree and ten years of progressively responsible experience relative to area of assignment, four of which must have been in an administrative or managerial capacity.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application or appointment. Other certificates, licenses and/or professional registrations may be required and will be determined at the time of recruitment/appointment. Failure to obtain/maintain appropriate licensure/certification/registration shall be grounds for termination.

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

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

Pima County

PROPOSED NEW 2017

Ricci Romero

From: Colin Smith
Sent: Tuesday, June 27, 2017 8:33 AM
To: Ricci Romero
Cc: Tracy Bissell
Subject: Additional Information for new PACC Director Job Classification

Ricci –

Here is the additional information that you requested regarding the BOS Agenda Item for the proposed new job classification:

Classification Code: 7528
Classification Title: Pima Animal Care Center Director
Salary Grade: U4
Salary Grade Range: \$67,620 - \$149,989 (annualized)
FLSA Code: Exempt (not paid for overtime)
EEO Code: 1 (Officials and Administrators)

R/

Colin.

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