



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 2/6/2024

**= 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:**

A new job classification is required for the Director of the Office of Digital Inclusion.

***Discussion:**

With the creation of the Office of Digital Inclusion, it is necessary to have a Director-level job classification to provide direction and oversight on the design and organization of the Office of Digital Inclusion.

***Conclusion:**

The proposed new job classification will provide an accurate description of the work assigned to the position that functions as the Director of the Office of Digital Inclusion.

***Recommendation:**

It is recommended the following job classification be approved for use within the County's classification system: Class Code: 2003, Class Title: Director Office of Digital Inclusion, Salary Grade 20, Salary Range \$117,545 - \$176,318, 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 this classification will be borne by the department 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: _____

1/17/24

Deputy County Administrator Signature: _____

Date: _____

County Administrator Signature: _____

Date: _____

1/19/24



PIMA COUNTY

2003 – Director Office of Digital Inclusion

IDENTIFICATION

JOB SUMMARY

CLASSIFICATION CODE

2003

Directs, plans, organizes and coordinates all programs, functions and activities of the Office of Digital Inclusion.

TITLE

Director Office of Digital Inclusion

This is a classification in the unclassified service and is exempt from the Merit System Rules.

STRUCTURE AND GRADE

20

STATUS

Exempt

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 application or incumbent by the supervisor.

- Develops, administers, and provides oversight of broadband internet projects funded by federal grants in coordination with local, state, and federal government agencies;
- Develops public knowledge about Pima County's access to broadband internet, convening stakeholders to identify and align assets, and research local opportunities to increase internet connectivity;
- Researches, interprets, and applies local, state, and national regulatory laws, rules, regulations, policies, and procedures, identifying barriers that limit access to broadband for Pima County community members;
- Develops methodology to track and evaluate Pima County's digital inclusion efforts, and the impact of effort and best practice integration over time;
- Develops multi-partner teams, including local municipalities, internet service providers, for-profit business, and community-helping organizations, to identify funding opportunities and coordinate efforts to increase access to high-speed internet, digital tools, and training for community members;
- Conducts analysis, prepares presentations, produces reports, memos, and briefs concerning activities, expenses, budgets, and government statutes or rulings affecting access to high-speed internet and digital inclusion efforts;
- Directs, plans, and implements policies and financial activities to ensure continuing operations and maximize investments in County-wide digital infrastructure projects;
- Identifies opportunities and best practices to improve digital equity and inclusion, using data to track, analyze and evaluate impacts over time;
- Develops, maintains, and manages professional relationships and contacts with local, state, and federal entities, digital inclusion advocates, and community leaders to further the mission and goals of the Office of Digital Inclusion.



2003 – Director Office of Digital Inclusion

MINIMUM QUALIFICATIONS

A Bachelor's or higher degree from an accredited college or university with a major in public or business administration, or a related field as determined by the County Administrator at the time of recruitment and eight years of senior executive level experience in business or public administration or a related field.
(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

Positions may require completion of a satisfactory personal background investigation by 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

WORKING CONDITIONS