



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 4/15/2025

*= 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 Human Resources Department has created two new job classifications to be added to our Classification System.

***Discussion:**

Job Title	User Department
1. Radio Frequency Network Engineer	Pima County Wireless Integrated Network
2. Human Resources Information Systems Manager	Human Resources

***Conclusion:**

The proposed new job classifications will provide an accurate description of the work assigned to these positions within the user department. Furthermore, the proposed new job classifications have been assigned salary grades appropriate to the body of work inherent to the positions 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: 6099, Class Title: Radio Frequency Network Engineer, Pay Grade: 16, Salary Range: \$ 73,189 - \$ 102,465, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).
Class Code: 2100, Class Title: Human Resources Information Systems Manager, Pay Grade: 18, Salary Range: \$88,881 - \$133,321, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).

***Fiscal Impact:**

The creation of these new classifications has no immediate cost impact to the County as any additional costs incurred in hiring a position allocated to these classifications will be borne by the user department from within its current budgets. Cost impact in future budget years will be planned for by the user 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: Cathy Bohland

Telephone: 520-724-8672

Department Director Signature: _____

Date: _____

3/28/25

Deputy County Administrator Signature: _____

Date: _____

County Administrator Signature: _____

Date: _____

3/28/25



2100 - Human Resources Information Systems Manager

IDENTIFICATION

JOB SUMMARY

CLASSIFICATION CODE

2100

TITLE

Human Resources Information Systems
Manager

STRUCTURE AND GRADE

18

FLSA STATUS

Exempt

The position is a subject matter expert for Pima County's Human Resources Information Systems (HRIS) and collaborates with the Pima County Information Technology Department (IT) to optimize the use of Workday (HCM) throughout the organization. Responsible for working with IT to implement and manage system integrations, security administration, and business process design. Helps ensure access, operation, and reliability of HR systems. Acts as liaison between HR, IT and Payroll teams to provide support for technology and reporting. Represents HR in HRIS vendor relationships. Facilitates change management and system adoption, assisting with end-user documentation and/or training as needed. Develops, maintains, and produces management and statistical reports.

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

- Drives functionality and optimization of HCM system: understands business and information needs of HR, Payroll, IT, and management, and makes recommendations about how the system can best meet those needs.
- Partners with IT to ensure system reliability, performance, and security, and leads efforts to improve data accessibility and reporting.
- Partners with the HR leadership team to define and prioritize HR technology needs, contributing to the overall HR strategy.
- Collaborates with IT and other departments to ensure the seamless integration of HRIS with other enterprise systems.
- Manages HR's relationships with external HRIS vendors, ensuring effective contract management, vendor performance, and service level agreements.
- Proactively identifies and communicates system issues, working with IT to initiate and manage configuration changes to improve HRIS functionality and performance.
- Leads HR team in cross-functional HRIS projects, ensuring timely delivery of system implementations, upgrades, validations and ongoing support.
- Recommends and assists with custom functions and integrations specific to HR systems. Participates with cross functional teams to implement system upgrades and system additions for HR.
- Provides support for integration errors, failures and troubleshooting warnings and supports HRIS (Workday) users by troubleshooting problems, answering questions, creating and/or modifying reports, and assisting in the creation of documentation as needed.
- Assists in the development of training plans to help end-users carry out role-based and user-based responsibilities in the system, including developing training materials, user procedures, guidelines, and documentation, and participates in coordinated training events.



2100 - Human Resources Information Systems Manager

MINIMUM QUALIFICATIONS

A Bachelor's degree from an accredited college or university with a major in Business Administration, Human Resources, Information Systems, or a related discipline as determined by the department head at the time of recruitment **and** three years of progressive and relevant HRIS experience.

(Relevant experience and/or education from an accredited college or university may be substituted.)

LICENSES AND CERTIFICATES

SPECIAL NOTICE ITEMS

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.

SELECTION PROCEDURE

EEO INFORMATION

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.

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

Physical and sensory abilities will be determined by position.

Working conditions will be determined by position.