

COB - BOSAIR FORM

05/13/2026 3:47 PM (MST)

Submitted by Autumn Ocunor@pima.gov (Autumn Ocunor@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

BOSAIR Activity: Board Meeting Request

Requested Board Meeting Date: 05/26/2026

Project Title / Description: Classification and Compensation Matters - New Job Classification

Agenda Item Report

Introduction / Background: The Human Resources Department has created a new job classification to be added to our Classification System.

Discussion: The proposed Deputy Director Justice Services classification will establish an executive leadership role within the Justice Services Department, responsible for providing administrative authority and strategic leadership to support effective department operations.

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: 2123, Class Title: Deputy Director Justice Services, 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: C-S-3. Prevent and Reduce Crime

Provide information that explains how this activity supports the selected Prosperity Initiative The Deputy Director Justice Services job description will allow the expansion of the Justice Services Department operations to support the mission of improving public safety, reducing future arrests, increasing court appearances, promoting recovery through referrals, and supporting the community at large.

Board of Supervisor District: • 1

- 2
- 3
- 4
- 5

Department: Human Resources

Name: Autumn O'Connor

Telephone: 520-724-8672

Department Director Signature:  _____ Date: 5/13/2026

Deputy County Administrator Signature:  _____ Date: 5-13-2026

County Administrator Signature: _____ Date: 5/13/2026



Code - Deputy Director Justice Services

IDENTIFICATION

JOB SUMMARY

CLASSIFICATION CODE

NEW

TITLE

Deputy Director Justice Services

STRUCTURE AND GRADE

18

FLSA STATUS

Exempt

The Deputy Director Justice Services reports to the Director of the Justice Services Department, planning, organizing and directing assigned functions and operational activities, and performing statutory requirements in the absence of the Director. This classification exercises broad administrative authority and provides strategic leadership to support effective department operations.

This classification is in the unclassified service and exempt from the Pima County 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.

- Plans, organizes and directs assigned functions and operational activities of the Justice Services Department under the direction of the Director; performs statutory requirements in the absence of the Director.
- Provides executive oversight and supervision to managers and staff within assigned program areas.
- Assists in development and administration of the department budget and exercises management control over expenditures.
- Develops, implements and maintains administrative and operational procedures to ensure compliance with County, state and federal laws, regulations and policies.
- Analyzes departmental operations, organizational structures and service delivery systems; recommends and implements improvements to increase efficiency and effectiveness.
- Prepares and reviews reports, studies, memoranda and recommendations to evaluate program performance and support executive decision-making.
- Represents the Director and/or department at meetings with County leadership, courts, justice partners, governmental agencies and community stakeholders.
- Reviews and analyzes proposed legislation, regulations and policy changes for operational impact; provides recommendations.
- Supports strategic planning initiatives and assists in establishing departmental goals, priorities and performance measures.
- Plans and supports management development and staff training initiatives to ensure operational readiness and succession planning.



Code - Deputy Director Justice Services

MINIMUM QUALIFICATIONS

A Bachelor's degree from an accredited college or university with a major in public administration, legal studies, political science, health services, social work, criminal justice, social sciences, legal studies or other closely related field as identified by the department head at the time of recruitment **AND** five years of professional experience within area of responsibility **INCLUDING** three years in a supervisory or managerial capacity.

(Additional 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 obtain / 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 work requirements will be determined by position.

Working conditions will be determined by position.