



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 7/16/2024

**= 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 Classification

***Introduction/Background:**

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

***Discussion:**

The new job classification requested is:

1. Training and Education Specialist - Department

The Training and Education Specialist – Department job classification is necessary to provide a training and education role that is non-exempt and suitable for a part-time departmental level trainer.

***Conclusion:**

The proposed new Training and Education Specialist – Department job classification will provide an accurate description of the work assigned to the training staff performing conducting training and education required by a County Department.

***Recommendation:**

It is recommended the following job classification be approved for use within the County's classification system:

Class Code:6034, Class Title: Training and Education Specialist – Department, Salary Grade: 09, Salary Range: \$47,393 - \$66,350, EEO Code 6 (Administrative Support), FLSA Code Non-Exempt (paid overtime).

***Fiscal Impact:**

The creation of this new classification has no immediate cost impact on the County as any additional costs incurred in hiring a position allocated to this classification will be borne by the department from 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: _____

Deputy County Administrator Signature: _____

Date: _____

County Administrator Signature: _____

Date: _____



6034 – Training and Education Specialist-Department

IDENTIFICATION

CLASSIFICATION CODE

6034

TITLE

Training and Education Specialist-Department

STRUCTURE AND GRADE

09

FLSA STATUS

Non Exempt

JOB SUMMARY

Conducts training sessions for staff, clients, and volunteers assessing training needs, and ensuring compliance with regulations and policies. Develops training materials as needed.

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.

- Conducts training sessions for staff, clients, and large groups of volunteers delivering content through various methods such as lectures, demonstrations, exercises, and workshops.
- Assesses training needs for staff, clients, and volunteers collaborating with management to identify areas for improvement and skill development.
- Develops training materials as needed, focusing on creating engaging and informative content tailored to the training objectives.
- Coordinates training schedules and logistics, ensuring sessions are conducted efficiently and effectively.
- Stays updated on changes in federal and state laws and County policies, and procedures relevant to the department, incorporating these updates into training materials and sessions.
- Evaluates training effectiveness through assessments and feedback mechanisms, making adjustments to training programs as necessary.
- Collaborates with management to monitor compliance with laws and policies, providing training solutions to address any identified deficiencies.
- Maintains accurate records of training activities, including attendance, evaluations, and training materials.
- Serves as a resource for staff, clients, and volunteers offering guidance and support on training-related matters.
- Participates in departmental meetings and initiatives to contribute to overall organizational effectiveness.



6034 – Training and Education Specialist-Department

MINIMUM QUALIFICATIONS

- 1.) An Associate's degree from an accredited college or university with a major in, education, business, public administration, government, political science or a related field applicable to the department's operations as identified by the department head at the time of recruitment and one year of experience providing training and development support to department or program. (Relevant experience and/or education from an accredited college or university may be substituted.)

OR

- 2.) Two years of experience with Pima County providing training and development support to a department or program.

LICENSES AND CERTIFICATES

Positions within the Elections Department require an Election Officer Certification & Training Program be completed and maintained as dictated by the Arizona Secretary of State's office. Some positions require a valid Arizona Class D driver license at the time of application or appointment. Failure to obtain / maintain the required certification/licensure shall be grounds for termination.

SPECIAL NOTICE ITEMS

Some positions may require completion of a satisfactory personal background investigation by the 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