



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 5/7/2024

**= 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:**

The Human Resources Department has created five new job classifications to be added to our Classification System.

***Discussion:**

The new job classifications are:

	Job Title	User Department
1.	Division Manager-RWRD	Regional Wastewater Reclamation
2.	Public Health Program Specialist II	Health Department
3.	Resource Navigator	Public Defense Services
4.	Human Resources Medical Risk Manager	Human Resources
5.	Compensation Analyst	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: 2019, Class Title: Division Manager Regional Wastewater Reclamation, Pay Grade: 18, Salary Range: \$88,881 - \$133,321, EEO Code: 1 (Officials-Administrators), FLSA Code: Exempt (not paid overtime).

Class Code: 6018, Class Title: Public Health Program Specialist II, Pay Grade: 07, Salary Range: \$43,902 - \$59,267, EEO Code: 5 (Paraprofessionals), FLSA Code: Non-Exempt (paid overtime).

Class Code: 6023, Class Title: Resource Navigator, Pay Grade: 04, Salary Range: \$37,924 - \$51,197, EEO Code: 5 (Paraprofessionals), FLSA Code: Non-Exempt (paid overtime).

Class Code: 2025, Class Title: Human Resources Medical Risk Manager, Pay Grade: 17, Salary Range: \$80,508 - \$112,711, EEO Code: 1 (Officials & Administrators), FLSA Code: Exempt (not paid overtime).

Class Code: 2024, Class Title: Compensation Analyst, Pay Grade: 15, Salary Range: \$66,536 - \$93,150, 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

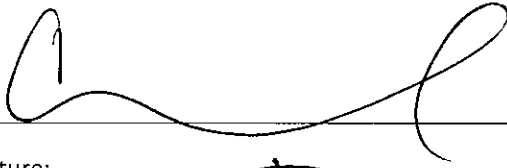
Department: Human Resources

Telephone: 520-724-8028

Contact: Dustin Green

Telephone: 520-724-8111

Department Director Signature: _____



Date: _____

4/18/24

Deputy County Administrator Signature: _____



Date: _____

County Administrator Signature: _____

Date: _____

4/18/24

2019 – Division Manager Regional Wastewater Reclamation

IDENTIFICATION

JOB SUMMARY

CLASSIFICATION CODE

2019

TITLE

Division Manager Regional Wastewater Reclamation

STRUCTURE AND GRADE

18

FLSA STATUS

Exempt

Manages the activities of one or more major functions of the Regional Wastewater Reclamation Department. Incumbents within this classification provide direct supervision of professional and support staff and reports to the Regional Wastewater Reclamation Department Director or Deputy Director. This classification is in the unclassified service and is 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.

- Provides strategic direction and leadership for the assigned division within the Regional Wastewater Reclamation Department (RWRD);
- Monitors and evaluates the effectiveness of services provided by assigned division and assures compliance with applicable federal, state, County and related laws, rules and regulations;
- Develops long-/short-term goals and related planning for the division;
- Develops and administers budgets for assigned division, and provides input to the Departmental budget processes;
- Resolves problems/issues arising from operations of subordinate units;
- Participates in or acts as Departmental representative for, various committees, task forces, boards and commissions;
- Coordinates division operations with other internal divisions, County agencies, departments, and outside agencies;
- Supervises, trains and evaluates subordinate professional, paraprofessional and technical staff, to include contractors;
- Researches, analyzes and make recommendations to supervisors, client departments and employees to identify and resolve problems through application of appropriate County rules, policies and procedures;
- Conducts research, investigations, analysis and documentation of confidential and contentious issues and situations and recommends remedial actions to the Director;
- Monitors contractual agreements and services, and prepares requests for and analyzes proposals received for area of responsibility;
- May represent or act on behalf of the Department Director for own area of responsibility and as directed.



2019 – Division Manager Regional Wastewater Reclamation

MINIMUM QUALIFICATIONS

- (1) A Bachelor's degree from an accredited college or university with a major in public or business administration or a related field, as determined by the department head at the time of recruitment, and five years of related professional experience, which included at least two years of direct supervisory experience.

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

OR:

- (2) Three years of experience with Pima County in a supervisory position within the particular area of assignment.

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

6018 – Public Health Program Specialist II

IDENTIFICATION

JOB SUMMARY

CLASSIFICATION CODE

6018

TITLE

Public Health Program Specialist II

STRUCTURE AND GRADE

07

FLSA STATUS

Non Exempt

As a Public Health Program Specialist II, you will take on a significant role in the planning, coordination, implementation, and evaluation of public health programs and initiatives. This intermediate-level position requires a deeper understanding of public health principles, program coordination, data collection, and community engagement. You will collaborate closely with program coordinators or managers, stakeholders, and community partners to drive the success of public health projects. Some key functions include:

- Program coordination
- Data collection
- Community engagement
- Program documentation and reporting

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.

- Assists in coordinating program activities, timelines, and resources to ensure smooth program execution.
- Collaborates closely with program coordinators or managers to develop and maintain project plans, objectives, and milestones.
- Monitors program progress, identify potential issues, and recommend solutions.
- Leads community outreach efforts and engagement activities to gather input and assess community needs.
- Develops and implements data collection tools, surveys, and assessment instruments.
- Oversees data collection efforts and ensures data accuracy, quality, and completeness.
- Provides advanced administrative support to program managers and coordinators, including managing schedules, coordinating meetings, and preparing materials.
- Stays informed about public health best practices and trends through ongoing learning and training opportunities.
- Seeks opportunities for professional growth within the public health field.
- Shares knowledge and mentor less experienced team members.



6018 – Public Health Program Specialist II

MINIMUM QUALIFICATIONS

- 1) An Associate’s degree or higher from an accredited college or university with a major in healthcare administration, public health, public or business administration or a related field as determined by the department head at the time of recruitment and one year of experience providing administrative support in a public health or other health related setting.

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

OR

- 2) Two years of experience with Pima County as a Public Health Program Specialist I or other similar level job classification working in a public health program or other closely-related role as determined by the department head at the time of recruitment.

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

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

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PHYSICAL / SENSORY WORK REQUIREMENTS

WORKING CONDITIONS

6019 - Resource Navigator

IDENTIFICATION

JOB SUMMARY

CLASSIFICATION CODE

6019

TITLE

Resource Navigator

STRUCTURE AND GRADE

04

FLSA STATUS

Non Exempt

The Resource Navigator position resides in the Public Defense Services Department, aiding justice-involved individuals. Responsibilities involve connecting Public Defense Services clients with a variety of community services related programs including, but not limited to, housing, medical, employment placement, educational assistance, assistance with paying for/obtaining food, utilities, clothing, and home appliance/vehicle repair. Skills needed include research, engagement, and communication. Resource navigators model recovery, teach skills and offer support to justice involved individuals experiencing mental health challenges who are in different phases of recovery.

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.

- Engages with and interviews clients, maintains confidentiality of those communications, and makes determinations by comparing information to established criteria.
- Communicates available resources effectively, both orally and in writing.
- Maintains records and prepares reports.
- Understands and relates to the issues of a diverse group of individuals.
- Provides clients with information about accessible community resources and stays updated on both new and existing options.
- Advocates on behalf of clients in matters concerning the justice system.
- Provides guidance and mentorship to clients based on personal experiences with the justice system.
- Reads, understands, and follows policies and procedures.
- Establishes and maintains effective working relationships with clients, co-workers, and members of other community agencies.
- Enters data into a case management system.
- Assists clients in preparation for probation, incarceration, or other justice system consequences.
- Provides support for adults and youths in jail and detention.
- Provides support for parents in dependency proceedings.



6019 - Resource Navigator

MINIMUM QUALIFICATIONS

A High School diploma or GED equivalency, and certification from a nationally recognized program as either a Peer Recovery Support Specialist, Behavioral Health Specialist, or Behavioral Health Technician.
(Relevant experience and/or education from an accredited college or university may be substituted.)

LICENSES AND CERTIFICATES

All positions require certification from a nationally recognized program as a Peer Recovery Support Specialist, Behavioral Health Specialist, or Behavioral Health Technician. All positions require a valid Arizona Class D driver license at the time of application. Failure to 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

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PHYSICAL / SENSORY WORK REQUIREMENTS

Constantly operates a computer and other office equipment.
Constantly observes details at close range.
Frequently remains in a stationary position.
Frequently interfaces with clients and family members
Occasionally moves about inside an office.
Occasionally participates in external events.

WORKING CONDITIONS

The Resource Navigator operates within a professional office setting, conducting desk-based tasks.
Regular, daily attendance is an essential function for this position.

2025 – Human Resources Medical Risk Manager

IDENTIFICATION

JOB SUMMARY

CLASSIFICATION CODE

2025

TITLE

Human Resources Medical Risk Manager

STRUCTURE AND GRADE

17

FLSA STATUS

Exempt

Mitigates workplace health, safety and other risks to the County by overseeing Workers' Compensation and Occupational Health programs, reviewing medical documentation, assessing and identifying health and safety risks, advising on available leaves, fitness for duty, activity restrictions, FMLA qualification, ADA eligibility, and appropriateness of accommodations in relation to functional limitations and essential functions, providing guidance in varying scenarios for health and safety in the workplace, review submitted claims, monitoring of compliance with state and federal guidelines.

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.

- Serves as the department's subject matter expert on employee health issues in the workplace; assesses and evaluates the physical and mental health status of employees in face to face interactions, phone conversations, and by reviewing medical records to determine appropriate leaves, restrictions, or accommodations.
- Evaluates and advises regarding impact of present and potential physical, biological and environmental hazards affecting positions' essential functions; advises on workplace risk and safety related prevention and mitigation with consideration to regulatory and best practice standards.
- Serves on the ADA review panel as the panel medical expert; oversees identification of ADA eligible employees and reasonable accommodations, with oversight of cases from inception to resolution.
- Oversees the third party administrator (TPA) responsible for adjusting Worker's Compensation (WC) claims and the capture of relevant information into the County's Risk Management Information System (RMIS), and transfers claims to TPA RMIS.
- Oversees Self-Insurance Fund (SIF) allocations to the occupational medicine account and the WC account including daily check registers and weekly reimbursements of WC fund account, the authorization of claim reserves and large expenditure such as settlement agreements; oversees monthly processing of monthly, quarterly and annual invoices from multiple vendors.
- Oversees receipt of Unemployment Insurance (UI) claims from the TPA; advises regarding ex-employees' qualification for benefits based on reasons for termination; oversees submission of TPA's final determination to DES; Coordinates response for acceptance or denial of hearing requests, and coordinates hearing scheduling and testimony preparation.
- Oversees occupational health functions including medical surveillance, pre-employment physicals, CDL compliance.
- Advises in the Family Medical Leave Act (FMLA), Short-Term Disability (STD), and Long-Term Disability (LTD) processes; reviews employee leave requests and medical documentation to determine FMLA and other leave or program eligibility; reports statuses to management when required.
- Reviews and analyzes regulatory and advisory sources pertaining to ADA, FMLA, Workers' Compensation, occupational health, public health, and medical trends, and explores opportunities for continuous improvement; develops corresponding and compliant guidance, policies, and procedures.



2025 – Human Resources Medical Risk Manager

MINIMUM QUALIFICATIONS

Graduation from an accredited school of nursing, college or university and five years of experience in employee health or occupational health.

LICENSES AND CERTIFICATES

Possession of a current license to practice as a Registered Professional Nurse in the State of Arizona is required at the time of appointment and must be maintained as a condition of employment. Some positions require a valid Arizona Class D driver license at the time of application. Failure to maintain the required 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

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PHYSICAL / SENSORY WORK REQUIREMENTS

- Constantly required to exchange accurate information
- Constantly operates a computer and other office machinery
- Constantly observes details at close range
- Frequently remains in a stationary position
- Occasionally moves about inside an office
- Occasionally moves office equipment weighing up to 25 pounds

WORKING CONDITIONS

Constantly works in an indoor environment with possibility of occasional on-site visits in the field.

2024 – Compensation Analyst

IDENTIFICATION

JOB SUMMARY

CLASSIFICATION CODE

2024

TITLE

Compensation Analyst

STRUCTURE AND GRADE

15

FLSA STATUS

Exempt

The Compensation Analyst analyzes labor market data, researches job requirements, and evaluates job positions to ensure the County is competitive in the areas of salaries, equity, and alignment of pay practices. This position assists in the administration and maintenance of the County job architecture and pay structure, conducting analysis, evaluation, and interpretation related to the County's compensation programs.

ESSENTIAL FUNCTIONS

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- Develops written reports and data analyses for specialized compensation studies, market salary studies, and benchmarking reports for Human Resources Management and/or County Management review;
- Conducts analyses to match comparable County positions to those in outside organizations, conducts wage regression analyses and utilizes standard processes in data aging to develop appropriate wage recommendations based on variable labor market data;
- Develops new job classifications, and revises/updates existing job classifications, determines minimum qualifications for hiring, Fair Labor Standards Act (FLSA) exemption status, and other requirements appropriate of the position;
- Reviews proposed or past compensation actions for compliance with applicable federal, state and County policies, regulations and procedures by application of County Merit Systems Rules and Personnel Policies/Procedures;
- Reviews, verifies and processes changes, updates, and modifications to the compensation plan, classification system, and associated databases and files as necessary;
- Researches and responds to inquiries into salary discrepancies and/or compensation/classification related concerns;
- Conducts compensation reviews and analysis in verifying pay rates for new hires, promotions, transfers, demotions, and other direct compensation;
- Assists Human Resources Management in developing and maintaining the compensation plan for the County that complies with local, state and federal legislation, including monitoring the FLSA and other Wage-Hour provisions;
- Provides data, charts, graphs, and multimedia collateral for classification, compensation, and budgeting presentations.



2024 – Compensation Analyst

MINIMUM QUALIFICATIONS

- (1) A Bachelor’s degree from an accredited college or university in public or business administration, human resources management, accounting, finance, or other closely related field as determined by the department head at the time of recruitment and three years of professional level human resources experience in compensation/classification.
(Relevant experience or education from an accredited college or university may be substituted.)

OR

- (2) Five years of experience with Pima County in a professional-level classification performing human resources responsibilities.

LICENSES AND CERTIFICATES

SPECIAL NOTICE ITEMS

Some positions require a valid Arizona Class D driver license at the time of application. Failure to maintain the required licensure shall be grounds for termination.

N/A

SELECTION PROCEDURE

EEO INFORMATION

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PHYSICAL / SENSORY WORK REQUIREMENTS

WORKING CONDITIONS