



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 6/4/2024

*= 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 Project Design & Construction Department is in need of a new job classification for their Deputy Director position. Presently, they are using the Deputy Director Facilities Management classification, which is not suitable for the responsibilities of the Deputy Director within the Project Design & Construction Department.

***Conclusion:**

The proposed new job classification will provide an accurate description of the work assigned to the Deputy Director position within the Project Design & Construction. 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: 2026, Class Title: Deputy Director Project Design & Construction, Pay Grade: 20, Salary Range: \$117,545 - \$176,318, EEO Code: 1 (Officials-Administrators), FLSA Code: Exempt (not paid overtime).

***Fiscal Impact:**

The creation of this new classification has no immediate cost impact to the County as the funding for the current employee functioning as the Deputy Director for the Project Design & Construction Department is already allocated. 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: _____

Deputy County Administrator Signature: _____

Date: _____

County Administrator Signature: _____

Date: _____

2026 – Deputy Director Project Design & Construction

IDENTIFICATION

JOB SUMMARY

CLASSIFICATION CODE

2026

TITLE

Deputy Director Project Design & Construction

Plans, organizes, and directs assigned functions and operational activities of the department and performs statutory requirements in the absence of the Director. This classification reports to the Director of the Project Design and Construction Department.

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

STRUCTURE AND GRADE

20

FLSA 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 applicant or incumbent by the supervisor.

- Plans, organizes and directs assigned functions and activities of the Project Design and Construction Department.
- Provides management and supervision to department managers and other employees within assigned areas of responsibility;
- Drafts and maintains administrative and operational procedures, subject to Director approval, to ensure compliance with County, state and federal ordinances, laws and regulations;
- Coordinates the development and preparation of department budget and exercises management control over departmental expenditures;
- Analyzes departmental procedures and organizational structures in relation to operational needs and develops plans and processes to increase efficiency and cost-effectiveness;
- Prepares departmental reports, recommendations and studies to evaluate effectiveness of department services recommending corrective action when appropriate;
- Represents the Director and/or the department at formal and informal meetings;
- Plans, develops and implements staff training programs;
- Reviews and analyzes proposed state and federal legislation for potential impact on department operations and processes and provides recommendations;
- Represents the department with the media and the public;
- Supervises and evaluates assigned staff.



2026 – Deputy Director Project Design & Construction

MINIMUM QUALIFICATIONS

A Bachelor's degree from an accredited college or university with a major in public administration, architecture, engineering or construction or other closely related field as identified by the appointing authority at the time of recruitment AND eight years of professional experience the design and construction field of which at least three years were in a supervisory or managerial capacity AND registration as an Architect or Engineer.

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

LICENSES AND CERTIFICATES

This position requires either registration as a licensed Architect in the United States of America with registration as a professional Architect in the State of Arizona at the time of Appointment *or* current registration or licensure in any state as a Professional Engineer (PE) or Registered Professional Engineer (RPE) in which case State of Arizona registration is required within six months from time of appointment. All 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.

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